

CDygert Solutions

**GUIDELINES
FOR E-RESOURCE
LICENSE AGREEMENTS**

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INTRODUCTION

These guidelines provide a framework for review and negotiation of license agreements for electronic resources licensed by CDygart Solutions, LLC on behalf of our clients. Part I details the terms that typically make up the main body of the contract, Part II deals with various schedules and attachments used for laying out terms that do not fit neatly into the main body of the contract, and Part III notes issues that may pose new challenges for the licensing environment.

As license agreements typically define authorized users and govern how the subscriber may use the licensed content (i.e., interlibrary loan, e-reserves, etc.), CDygart Solutions negotiates agreements that maintain the same resource sharing rights in the electronic environment that libraries enjoy in the print environment. Following these guidelines will facilitate our ability to protect the rights of our user communities.

PART I: TYPICAL CLAUSES IN THE MAIN BODY OF LICENSE AGREEMENTS

1.1: AUTHENTICATION

Authentication to online resources is typically achieved by IP recognition, but other means of authentication may be required or desired.

Sample clause:

“Access to the licensed content shall be authenticated by the use of Internet Protocol (IP) addresses indicated by the Subscriber on Schedule [] or via a federated single sign-on such as Shibboleth.”

1.2: AUTHORIZED USERS

Authorized users should be defined by their affiliation with the university regardless of their geographic location or campus. Users at all geographic locations and/or campuses that report to the university as their administrative head are considered part of a single site. Each library on a multi-library campus will make every effort to negotiate access for patrons according to this definition. All definitions of authorized users should include “walk-in” or “occasional” users.

Sample clause for single institution license:

“Authorized users include those persons affiliated with Licensee as students, faculty, staff, and independent contractors of Licensee and its participating institutions, regardless of the physical location of such persons, as well as walk-in users.”

OR

Sample clause for multiple institution license:

“Authorized Users” shall mean faculty, full-time and part-time students, residents, researchers, employees and independent contractors of Customer affiliated with Customer’s institution as listed on Attachment [] (“Participating Institutions”) and individuals using computer terminals within the library facilities at the Participating Institutions.

1.3: AUTHORIZED SITE

Authorized sites should be defined at the institutional rather than library level. An authorized site should not be geographically based and should allow for access to all authorized users who have right of entry to the network regardless of their geographic location or campus.

Sample clause:

“The authorized site consists of all geographic locations and/or campuses of the institutions that are identified in the agreement as Participating Institutions. All authorized users who have right of entry to the network are granted access regardless of their physical location. This definition may include institutions with joint-use facilities that reside on a single network.”

OR

“An academic institution is all parts of an organization that report to the same Chief Academic Officer or Chief Executive Officer. For multi-campus academic institutions, each organization listed in the Directory of Higher Education is considered a separate institution. Academic law and academic medical libraries may be part of a University if they report either to the same institutional Chief Academic Officer or the Chief Executive Officer.”

1.4: AUTHORIZED USES

1.4.1: U.S. COPYRIGHT, ILL AND COURSE RESERVES

Traditionally, libraries have determined that Sections 107 and 108 of Title 17 of the United States Code (collectively “U.S. Copyright Law” or “copyright law”) provide for the use of copyrighted material for course packs and course reserves. Specific reference to the rights to use materials for interlibrary loan, course packs and course reserves may or not be mentioned as authorized uses within a license agreement. For clarity, specific mention of these uses is preferred. The use of content in Course Management Systems should also be addressed. If interlibrary loan, course packs, or course reserves are not specifically mentioned elsewhere in the agreement, the inclusion of a clause affirming rights according to U.S. Copyright Law assumes retention of these rights, if the library determines that the statutory requirements for fair use or interlibrary loan have been met.

1.4.2: USE IN ACCORDANCE WITH U.S. COPYRIGHT LAW

Contracts for e-resources should maintain the rights to use information according to U.S. Copyright Law. License agreements should be carefully reviewed to ensure that they do not deny rights granted under current copyright law including fair use, educational, and library exemptions. Acceptable license agreements will recognize these rights, including 17 USC Section 107 – “Limitations on exclusive rights: Fair Use,” and 17 USC Section 108 – “Limitations on exclusive rights: reproduction by library and archives.” According to copyright law, fair use of a copyrighted work may be made in appropriate situations for “purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research.” Many license agreements limit use of licensed content to research, scholarship and teaching. Such agreements should be reworded to include *all uses* in compliance with U.S. Copyright Law.

Sample clause:

A typical standard clause regarding rights of use might read:

“The Publisher agrees to grant to the Consortium the non-exclusive and non-transferrable right to give Authorized Users access to the Licensed Materials via a Secure Network for the purposes of research, teaching and private study.”

This clause should be modified to read:

“The Publisher agrees to grant to the Consortium the non-exclusive and non-transferrable right to give Authorized Users access to the Licensed Materials via a Secure Network for the purposes of research, teaching, private study, *and other uses in accordance with U.S. Copyright Law*, including fair use and library reproduction rights.”

Alternatively, the previous clause can stand as originally written if this additional clause is present in or added to the contract:

“Nothing in this License shall in any way exclude, modify, or affect any of the Consortium’s or any Member’s statutory rights under national copyright law.”

1.4.3: INTERLIBRARY LOAN

Although interlibrary loan (ILL) falls within copyright law in compliance with 17 USC Section 108, “Limitations on exclusive rights: Reproduction by libraries and archives”, ILL is frequently addressed in an independent clause within the license agreement. ILL is an integral part of library resource sharing activities on a national and global level. It is imperative that libraries retain these rights wherever possible. The right to transfer interlibrary loan materials in electronic format is preferable to that of print. This right is particularly important to preserve for journal and magazine content but is of increasing import as e-books begin to proliferate in libraries.

In ILL clauses, references to the provision of data or statistics on ILL use, references to type of library, and references to geographic limitations to ILL (e.g., ILL to U.S. only) should be removed.

Sample clause:

“Licensee may supply through interlibrary loan a copy of an individual document being part of the Licensed Materials by post, fax or secure electronic transmission for the purposes of non-commercial use. Specifically, copies may be made in compliance with Section 108 of the U.S. Copyright Act.”

OR

“Licensee may use licensed content for interlibrary loan in compliance with Section 108 of the United States Copyright Law (17 USC Section 108, “Limitations on exclusive rights: Reproduction by libraries and archives”). Licensee may fulfill in print or image form interlibrary loan requests from institutions that do not have access to the Licensed Materials. Such requests may be fulfilled by the Institution printing a copy of the item and providing that print copy, or a photocopy or facsimile transmission thereof, to the requesting party or by using an automated Interlibrary Loan system providing that it supplies digital images only.”

1.4.4: ILL AND E-BOOKS

The sharing of e-books through ILL remains problematic. The current trend is toward the loaning of e-book chapters rather than the entire work.

Sample clause:

“Participating libraries may supply through Interlibrary Loan (ILL) chapters of e-book content by post, fax or secure electronic transmission. Specifically, copies may be made in compliance with Section 108 of the U.S. Copyright Act and the limitation of the [Vendor] system.”

1.4.5: SCHOLARLY SHARING

Clauses addressing scholarly sharing are meant to facilitate the sharing of information between researchers who are doing scholarly work in collaboration with colleagues from different institutions.

Sample clause:

“Authorized Users may make and transmit single electronic copies of individual items of content to research colleagues located outside the institution of the Participating Institution, solely for the purpose of non-commercial, scholarly collaboration.”

1.4.6: USE OF CONTENT IN SUPPORT OF COURSES AND INSTRUCTION

Use of content in support of courses and instruction may be covered in a single clause or by multiple clauses for each separate activity. Often a single clause covers only one or two aspects of use of content

for course and instructional support. In this case, clauses can usually be easily modified to cover all necessary uses:

Sample clause:

“Participating Institutions may incorporate parts of Licensed Materials in print and electronic course packs, electronic reserves collections, course management systems and other secure platforms for the use of Authorized Users in the course of instruction. Each such item shall carry appropriate acknowledgement of the source. Participating Institutions will make reasonable efforts to ensure that copies of electronic items are deleted when no longer in use for such purpose. Course packs in non-electronic non-print perceptible form, such as, audio or Braille, may also be offered to Authorized Users who, in the reasonable opinion of the Member, are visually impaired.”

OR

“Licensee and Authorized Users may use a reasonable portion of the Licensed Materials in the preparation of course packs, course reserves or other educational materials as well as within secure course management or other secure educational platforms.”

1.4.7: TEXT AND DATA MINING (TDM)

Text and Data Mining (TDM) is the use of automated tools and techniques to process large amounts of digital content in order to identify relationships. This research technique is of increasing importance in the academic sphere. Inclusion of TDM rights may not be appropriate for all content types but should be included in journal licenses.

Sample clause:

“Authorized Users may use the Licensed Material to perform and engage in text or data mining (TDM) activities for academic research and other educational purposes, and incorporate TDM output into presentations and other forms of scholarly communication and disseminate TDM output in the context of an Authorized User’s own scholarly productivity.”

1.4.8: COMMERCIAL USE

Most license agreements prohibit the licensee or its users from charging a fee to access the licensed content. Provisions that specifically prohibit the direct resale of licensed content are not controversial, but the agreement should make clear that charging administrative fees to cover the costs of making permitted copies is not prohibited. Where restrictions for commercial use appear in a license agreement, they should be supplemented with an additional clarifying clause:

Sample clause:

“For the avoidance of doubt, charging administrative fees to cover the costs of making permitted copies is not prohibited. Use by the Consortium or a Member or by an Authorized

User of the Licensed Materials in the course of research funded by a commercial organization, is not Commercial Use.”

1.4.9: BROWSER SHARING IN THE ONLINE REFERENCE ENVIRONMENT

Software for providing online or “virtual” reference services often allow the service provider to access the browser of the remote patron and thus the licensed content despite their status as an unauthorized user. The clause below permits such access:

Sample clause:

“Staff at non-affiliated libraries who are participating in collaborative digital reference services may access the licensed materials via browser sharing software in order to assist Authorized Users who are legitimately allowed access to the licensed material.”

1.4.10: PERPETUAL ACCESS

Unless otherwise agreed, subscribing institutions should retain access to the digital version of the subscribed content either from the publisher’s site, from a copy maintained by the subscribing institution, or from a third-party archive. Any accompanying fees should be stated in the Fee Schedule.

Sample clause:

“Perpetual access to the full text will be provided by the Publisher either by continuing online access via the Publisher’s server or by supplying the electronic files to each subscribing Institution in an electronic medium mutually agreed between the parties. Continuing archival access and use is subject to the terms and conditions of the expired License.”

1.4.11: ARCHIVAL ACCESS/BACKUP COPY

Long-term considerations are vital and should be given attention in any license agreement. The rights to archival access, the ability to create an archival and back-up copy, and the methodology by which that might be accomplished should be negotiated for all leased and perpetually licensed resources. Any accompanying fees should be stated in the Fee Schedule.

Sample clause:

“On termination of this License, Licensor shall provide continuing access for Licensee to that part of the Licensed Material which was published or added to the Licensed Material within or prior to the Subscription Period, either from Licensor’s servers, from a third party’s server, or by supplying electronic files to the Licensee, as mutually agreed. The terms governing access to this material (for clarification this excludes payment obligations) shall be those in effect at the termination of the license.”

OR

“If the Licensor ceases to hold the publication rights of any of the Licensed Works and is no longer able to provide access, the Licensor shall ensure that continuing access is provided either: by the new publisher of the relevant Licensed Work; or through Portico, CLOCKSS, or a similar third party archive and in such case the Licensor shall provide all relevant details of the Licensee to the third party in order to enable access to the third party archive by the Licensee. Such access will be subject to Licensee fulfilling the third party’s terms and condition for access; or by providing the Licensee with an electronic copy of the relevant licensed Works for the purpose of local hosting by the Licensee.”

Sample clause for LOCKSS/CLOCKSS/Portico participation:

"Publisher acknowledges that Licensee and Participating Institutions may participate in archiving systems such as LOCKSS, CLOCKSS, and Portico. Licensee may perpetually use these systems to archive and restore the Licensed Materials, so long as Licensee’s use is otherwise consistent with this Agreement.”

If the publisher is not yet a LOCKSS participant:

“Publisher agrees to participate in the LOCKSS Program (www.lockss.org) and will contact the Licensee to enable LOCKSS preservation for Licensed content within the first six months of this contract. Publisher agrees that the Participating Institutions using the LOCKSS system may make Licensed Materials available to other LOCKSS system participants who indicate a right to those Licensed Materials.”

1.5: LICENSOR RESPONSIBILITIES

1.5.1: PRIVACY

Vendors should be in general compliance with privacy laws, including but not limited to FERPA, available at: <<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>>. Licenses should specify Licensor must uphold the confidentiality of individual users. Under no circumstances may user data be reused or sold to third parties without permission from the Licensee.

Sample clause:

“Licensor shall not, without the prior written consent of Customer, transfer any personal information of any Authorized Users to any non-affiliated third party or use it for any purpose except as is necessary to perform the Services in compliance with applicable laws and regulations, including, the Health Insurance Portability and Accountability Act (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act (“HITECH”), and the Family Educational Rights and Privacy Act (“FERPA”).”

1.5.2: QUALITY OF SERVICE

It is recommended that licenses have a statement that requires the vendor to compensate the library for significant downtimes. The license should always include contact information for help with problems and requirement of notification of scheduled maintenance.

Sample clause:

“Licensor shall use reasonable efforts to provide continuous service twenty-four (24) hours a day, seven (7) days a week. Scheduled downtime will be performed at a time to minimize inconvenience to Licensee and its Authorized Users. Licensor shall notify Licensee in a timely manner of all instances of system unavailability that occur outside the Licensor’s normal maintenance window and use reasonable efforts to provide advance notice of hardware or software changes that may affect system performance.”

OR

“Licensor shall use reasonable efforts to ensure that the Licensor server or servers have sufficient capacity and rate of connectivity to provide the Customer and its Authorized Users with a quality of service comparable to the highest current standard in the on-line information provision industry. If the Services fail to operate in conformance with the terms of this Agreement, the Customer shall immediately notify Licensor, and Licensor shall promptly use reasonable efforts to restore access to the Services as soon as possible. In the event that the Licensor fails to repair the nonconformity in a reasonable time, the Licensor shall reimburse the Customer in an amount that the nonconformity is proportional to the total fees owed by the Customer under this Agreement.”

OR

“Licensor warrants to Customer that the Services and all technical support and maintenance will be delivered and provided in a professional, competent and timely manner and free of material bugs, errors and defects in design, access, use and operation.”

1.5.3: USAGE STATISTICS

Collection and analysis of data on the usage of the licensed Materials assist both the Vendor and the Consortium and its Members to understand the impact of the license. Licensor should provide usage statistics in monthly data reports that consist of both composite use data for the Consortium and itemized data for individual institutions. Licensor should use best efforts to provide the Licensee with COUNTER-compliant usage statistics (<http://www.projectcounter.org>). Reject any language that restricts use of usage data reports to internal use only.

Sample clause for CDygart Solution licenses:

“Licensor must provide both composite use data and itemized data for individual campuses, on a monthly basis. Use data should be at the level of detail required for objective evaluation of

both product performance and satisfaction of user needs, including title-by-title use of journals and provide information in compliance with the most recent release of COUNTER or other recognized international standard.”

Sample clause for individual institutions:

“Licensor must provide use data on a monthly basis. Use data should be at the level of detail required for objective evaluation of both product performance and satisfaction of user needs, including title-by-title use of journals. Providers should make usage data available in compliance with COUNTER or other recognized international standard.”

1.5.3A: COLLECTION BY THIRD PARTY

Third party services for the collection and management of usage statistics should be accounted for. Use of these services requires that third parties have the right and ability to access and collect usage statistics data.

Sample clause:

“The Publisher shall provide to the Licensee or facilitate the collection and provision to the Licensee and the Publisher by the Licensee [or by the Agent] of such usage data on the number [of titles] [of abstracts and] of articles downloaded, by journal title, on [a monthly] [a quarterly] [an annual] basis for the Publisher’s and the Licensee’s private internal use only. Such usage data shall be compiled in a manner consistent with applicable privacy [and data protection] laws [and as may be agreed between the parties from time to time], and the anonymity of individual users and the confidentiality of their searches shall be fully protected. In the case that the Publisher assigns its rights to another party, the Licensee may at its discretion require the assignee either to keep such usage information confidential or to destroy it.”

OR

“The Publisher and the Licensee shall both be permitted to enable a third party on their behalf to collect and distribute usage data to them. Such usage information shall be compiled in a manner consistent with the applicable privacy laws, and the anonymity of individual users and the confidentiality of their searches shall be fully protected. In the case that either party assigns its rights to another party, the other party may at its discretion require the assignee either to keep such usage information confidential or to destroy it.”

1.5.4: WITHDRAWN MATERIALS

The license should include written notification and pro rata refund in the event that more than a certain percentage of the content is withdrawn.

Sample clause:

“Licensor reserves the right to withdraw from the Licensed Materials any item or part of an item for which it no longer retains the right to publish, or which it has reasonable grounds to believe infringes copyright or is defamatory or unlawful. Licensor shall give written notice to the Licensee of such withdrawal no later than thirty (30) days following the removal of any item pursuant to this section. If such withdrawal renders the Licensed Materials less useful to Licensee or its Authorized Users in Licensee’s sole reasonable discretion, Licensor shall give Licensee an equitable reduction in the total Fees owed by Licensee under this Agreement, and promptly refund any prepaid amounts related to them. In that case, Licensee may terminate this Agreement and Licensor shall refund all prepaid amounts.”

1.5.5: ADA COMPLIANCE

Licenses should require the publisher/vendor to present its data in a form designed to comply with the American Disabilities Act.

Sample clause:

“Licensor shall comply with the Americans with Disabilities Act (ADA), by supporting assistive software or devices such as large-print interfaces, text-to-speech output, refreshable braille displays, voice-activated input, and alternate keyboard or pointer interfaces in a manner consistent with the Web Content Accessibility Guidelines published by the World Wide Web Consortium’s Web Accessibility Initiative. Licensor shall provide Licensee current completed Voluntary Product Accessibility Template (VPAT) to detail compliance with the federal Section 508 standards. In the event that the Licensed Materials are not Accessibility compliant, the Licensee may demand that the Licensor promptly make modifications that will make the Licensed Materials Accessibility compliant; in addition, in such an event, the Licensee shall have right to modify or copy the Licensed Materials in order to make it useable for Authorized Users.”

1.6: LICENSEE RESPONSIBILITIES

1.6.1: NOTIFYING USERS OF AUTHORIZED USES

Licenses often include a clause that requires the Licensee to make reasonable efforts to notify authorized users of conditions or restrictions on use of materials. Licensors request this because authorized users are not parties to the license agreement, and thus may not be aware of permitted or

prohibited uses. This is generally acceptable, although language that mandates the Licensee to make authorized users aware without language qualifying that such action be of “reasonable efforts” should be modified to do so.

Sample clause:

“Licensee shall use reasonable efforts to provide Authorized Users with appropriate notice of the terms and conditions under which access to the Licensed Materials is granted under this Agreement including, in particular, any limitations on access or use of the Licensed Materials as set forth in this Agreement.”

1.6.2: DISCIPLINE

In general, any references to regulating and disciplining authorized users who breach the terms of use should be removed from the license.

Sample clause:

“Licensee will use reasonable efforts to inform users of the terms of use of this agreement.”

1.6.3: CONFIDENTIALITY OF LICENSING TERMS

Obligations to keep license terms or fees confidential should be struck. Alternatively, retain the right to release the agreement if required by law, including applicable state public records laws.

1.7: MUTUAL OBLIGATIONS

1.7.1: BREACH

Many agreements have clauses that state how unauthorized use of or access to licensed content will be handled. These clauses should not require libraries to take on onerous responsibilities to monitor users.

Sample clause:

“Customer is responsible for taking reasonable measures to ensure the security and integrity of the Service, to ensure that access to and use of the Service is limited to Authorized Users and to prevent access by unauthorized persons to the Service. Customer shall promptly notify Licensor of any unauthorized access or use of which it becomes aware and cooperate with Licensor in any investigation thereof.”

1.7.2: MODIFICATION TO TERMS

Modifications to Agreements without advance written notice and consent is not acceptable. Clauses like the one below should be present in all contracts. Beware of cross-references to policies or other terms that are published on licensor web sites. Licensors should not be permitted to modify the terms of those cross-referenced documents without notice and consent.

Sample clause:

“Any changes to this Agreement must be made in writing and must be signed by authorized representatives of both parties.”

1.8: LEGAL ISSUES

1.8.1: GOVERNING LAW AND JURISDICTION

Governing law and venue provisions determine which state’s law will govern interpretation of the contract and where suits must be filed. Because parties (and their lawyers) are more familiar with the laws of their home state, it is desirable to have the home state law apply to any dispute involving the agreement. Venue is important to avoid the expense of traveling to a foreign jurisdiction and of hiring local counsel in the other jurisdiction. For libraries that are part of a state institution, there are often compelling reasons to insist that the institution’s state law applies.

1.8.2: WEBSITE USER AGREEMENTS

Occasionally e-resource vendors require the authorized user to agree to terms at the time they log on. Many provide an opportunity for users to register so they can customize use of the site. In either case, it is useful to include a clause in the written license that specifies that the signed agreement held with the Licensor supersedes the website user agreement.

Sample clause:

“Customer acknowledges and agrees that Customer and its Authorized Users agree to and are bound by all of the terms of the Website’s Registered User Agreement dated [_____] that can be found at [_____]. Authorized Users may also register individually for the Service online at the Website. The terms of this Agreement supersede any terms of the Registered User Agreement that conflict or are ambiguous or inconsistent. Any terms in the Registered User Agreement that materially differ from the terms of this Agreement or that obligate a party to any additional material obligations or subject a party to any material limitations not expressly provided in this Agreement have no effect.”

1.8.3: INDEMNIFICATION, HOLD HARMLESS & LIABILITY

1.8.3A: INDEMNIFICATION

Licenses often have indemnification clauses. The Licensee should not agree to indemnify. If these clauses are in an agreement, the best course of action is to attach a license agreement addendum that includes standard clauses. If a Licensor does not agree, CDygart Solutions will consult with our legal counsel.

1.8.3B: LIMITATION OF LIABILITY

Liability issues may arise in the case where a licensee is signing an agreement on behalf of multiple participating institutions. In this case, it is prudent to include a clause that details the liability of the contracting body and participating institutions.

Sample Clause:

“Licensee is entering into this Agreement for the benefit of itself and a group of libraries, which are hereinafter referred to as the “Participating Institutions.” Licensor agrees that while the Licensee is the entity signing this Agreement, the Licensee and each Participating Institution will only be liable for their own acts and obligations under this Agreement, including, without limitation, their share of the fees as set forth on Attachment []. Licensor agrees that neither the Licensee nor any of the Participating Institutions is liable for any acts or omissions of each other and that the Licensor shall look solely to each Participating Institution individually for its obligations and liabilities under this Agreement and for each Participating Institution’s payment of its share of fees as set forth on Attachment []. Furthermore, if any one of the Participating Institutions is in default or breach hereunder, the default or breach shall only affect the defaulting Participating Institution and this Agreement shall remain in full force for all other Participating Institutions as if no default or breach occurred.”

1.9: RENEWAL AND TERMINATION

1.9.1: TERMINATION

The licensor should not have a unilateral right to terminate a license without giving adequate notice to the licensee. If termination occurs because of a suspected breach, the licensee should be given adequate time to cure the breach. A pro-rata refund should be given to the licensee when termination is not caused because of a breach by the licensee.

Sample clause:

“Either party may terminate this license for material breach of the agreement by the other with written notice in paper or electronic form (with verified receipt). Prior to termination, the offending party will have thirty (30) days to cure the breach. If the Licensor is the breaching

party and the License is subsequently terminated, Licensor shall make a pro rata refund of the Fee to the Licensee, taking into account the remaining unexpired portion of the Subscription Period.”

1.9.2: EARLY TERMINATION DUE TO INSUFFICIENT BUDGETARY ALLOTMENT FROM GOVERNMENT

Sample Clause:

“Public institutions may terminate this Agreement if sufficient funds are not provided or allotted in future government approved budgets of the Participating Institution (or reasonably available or expected to become available from other sources at the time the Participating Institution’s payment obligation attaches) to permit the Participating Institution, in the exercise of its reasonable administrative discretion, to continue this Agreement.”

PART II: SCHEDULES AND ATTACHMENTS

Schedules and Attachments are useful for laying out terms of the contract that do not fit neatly into the main body of the contract. Common uses in CDygart Solutions contracts include fee schedules, lists of participating libraries, lists of licensed materials, invoicing instructions, and contact information.

2.1: REFERENCING SCHEDULES AND ATTACHMENTS

When using schedules and attachments, reference them at the appropriate place in the main body of the contract. For example, the definition of “Licensed Materials” in a contract may be stated with reference to the appropriate schedule:

“Licensed Materials’ means the electronic material set forth in Schedule 1 to this License that may be revised by the parties from time to time.”

2.2: SCHEDULE OF LICENSED MATERIALS

This schedule should provide a detailed list of the content that is licensed.

2.2.1: SCHEDULE OF LICENSED MATERIALS FOR E-JOURNAL CONTRACTS

For e-journal contracts, the schedule should list all individual journals with, at minimum, their ISSN. If the list will change from year to year, the contract should make some provision for updating the schedule.

The contract should also require that the publisher supply on an annual basis an Excel spreadsheet of the journals under contract for that year complete with ISSN, journal title, holdings accessible under the contract including volume number, issue number, and date of first or holdings range for use in Knowledgebase systems such as ExLibris’s SFX and Serials Solutions’ 360Link.

2.2.2: SCHEDULE OF LICENSED MATERIALS FOR E-BOOK CONTRACTS

Many e-books licenses are for a discrete set of content. For e-book contracts, the list of titles purchased should be given with, as a minimum, their ISBN.

Defining the licensed content for demand driven acquisitions (DDA) schedules is problematic, as the list of purchased titles is unknown at the time the contract is set. One way to handle this is to provide a placeholder schedule. The example below comes from a multi-institutional e-book DDA program:

“Attachment 1: Licensed Content

E-books on the [Vendor] platform selected through a demand driven acquisition process as detailed in this Agreement comprise the licensed content. Lists of purchased titles will be appended to this Agreement from time to time.”

2.3: FEE SCHEDULES

Fee schedules should detail all aspects of the terms related to pricing. This is essential to understanding how the contract costs were initially established or how they may change over the course of the contract.

2.3.1: FEE SCHEDULES FOR E-JOURNAL CONTRACTS

For e-journal contracts, the following should be addressed in the fee schedule as appropriate:

- Fees due at time contract is set
- Annual price cap or price increase
- Calculation for base fee
- Access fees
- Fees for transfer titles
- Fees for newly launched journals
- Deductions for deleted titles
- Discounts for print
- Invoice by date
- Hosting fees for perpetual access and/or archiving of content

2.3.2: FEE SCHEDULES FOR DATABASE CONTRACTS

- Fees due at the time contract is set
- Number of simultaneous users able to access content
- Hosting fees for perpetual access and/or archiving of content

2.3.3: FEE SCHEDULES FOR E-BOOK CONTRACTS

Fee schedules for e-book contracts will differ whether they are for one-time purchase of static collections or ongoing purchases under a DDA program.

2.3.3A: ONE-TIME E-BOOK PURCHASES

Fee schedules for one-time purchase of e-book packages should include, as appropriate:

- Price of purchase
- Platform fees
- Fees for MARC records
- Fees for classroom use or course reserves
- Miscellaneous service fees
- Number of simultaneous users able to access content
- Hosting fees for perpetual and/or archiving of content

2.3.3B: DDA E-BOOK PURCHASE PROGRAMS

Fee schedules for DDA programs should include:

- Pricing structure of DD program
- Discounts
- Multiplication factors
- Purchase trigger event
- Platform fees
- Fees for MARC records
- Fees for classroom use or course reserves
- Miscellaneous service fees
- Number of simultaneous users able to access content
- Hosting fees for perpetual and/or archiving of content

2.4: SCHEDULE OF PARTICIPATING INSTITUTIONS

This schedule at a minimum lists the participating institutions and may include contact information and IP ranges for each.

PART III: ISSUES TO WATCH

THE GENERAL DATA PROTECTION REGULATION (GDPR)

The GDPR is a regulation by the European Union (EU) that went into effect on May 25, 2018 which requires any company that collects any electronic personal data to better protect that information and be transparent about the data they collect. Although the GDPR applies to EU residents only, language referencing the GDPR regulations is starting to appear in license agreements, particularly from companies that are based in the EU.

GDPR CLAUSES IN AGREEMENTS

Currently, it is the policy of CDygart Solutions to strike any clauses referencing the GDPR, as all our current clients are based outside of the EU. If the Licensor will not accept the language being struck from the contract, we will work with our legal counsel to resolve the issue.