

Programme for the Enhancement of Research Information (PERI)

Policy on username and password access

This document is intended to guide librarians in the security of user names and passwords.

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Publisher licenses

All institutions registering with any PERI resource are required to accept a publisher's license or terms and conditions of use. These state clearly that non-subscribing institutions are prohibited from using the resources. It is the responsibility of the person registering, in most cases the librarian, to ensure the license agreement is upheld.

IP address access

- This is the preferred form of access
- Institutions are encouraged to register using IP addresses (ranges) if these are static. This allows for:
 - Seamless access
 - Usage statistics for the institution
 - Greater security (no misuse of user names and passwords)
 - Can allow for access for all computers on campus to resources, releasing library terminals and staff time
 - Direct recognition of institutional networks by publishers and vice versa
 - Preferred by publishers.

Username and password access

- Username and password access is important to those institutions which do not have fixed IP addresses and to those institutions with remote users. Users may work remotely because of the distributed nature of a campus or because poor access on campus leads researchers to work from home or from Internet Cafes.

- Some publishers refuse to allow username and password access because their systems cannot manage this efficiently or because the administrative overhead precludes them offering this through PERI. This applies to very few publishers in PERI and where it does apply, the INASP website and registration system makes it clear.
- If an institution does not have a fixed IP address, a username and password is required to gain access to a resource.
 - The country coordinator should contact the registrant to request him/her to complete an agreement concerning the security of usernames and passwords for all resources.
 - Usernames and passwords should be shared among all eligible researchers in the institution
 - Usernames and passwords should NOT be shared with any unauthorised users
 - The registrant should ask library users to complete an agreement concerning the security of usernames and passwords of each resource.

Further information

Lucy Barton

Head of Information Delivery

International Network for the Availability of Scientific Publications (INASP)

60 St Aldates

Oxford OX1 1ST

Phone: (0)1865 249909

Fax: (0)1865 251060

e-mail: lbarton@inasp.info

Web: <http://www.inasp.info>

Institutional Agreement on user names and passwords for PERI resources

To be signed by institutions requesting username and password access to PERI resources

Between

[Name of Institution]
(to be known as the registrant)
Represented by
[Name of PERI registrant]

And

[Full Name and address of the institution responsible for PERI Country Coordination]
.....
.....
.....

Represented by
[Full Name of INASP Country Coordinator]
[Full title of INASP Country Coordinator]

The parties agree as follows:

Eligibility to use PERI resources

Authorized Users are defined as faculty members (including temporary or exchange faculty for the duration of their assignment); graduate and undergraduate students and staff members, university departments, university libraries, not-for-profit research institutes and centres, higher education institutes, colleges, polytechnics, ministries of education, ministries of health, ministries of agriculture, teaching hospitals, indigenous non-government organisations (NGO's) and indigenous Civil Society Organisations (CSOs).

Distribution of usernames and passwords

Remote access is only permitted to faculty members, graduate and undergraduate students and staff members of the registering institution. No other form of remote access (including that by family members) is permitted.

The registrant will undertake to distribute usernames and passwords to bona fide users and will caution them on the appropriate use of these, including warning them not to make the usernames and passwords public by any means, whether spoken, written or electronic. The registrant will keep a record of researcher agreements on user names and passwords for PERI resources.

The registrant shall make reasonable efforts to prevent the infringement of any intellectual property or other rights of the suppliers of PERI resources.

The registrant shall promptly notify INASP through the country coordinator named in this agreement, of any infringement that comes to its attention, and take appropriate steps to prevent its recurrence.

Results of any infringements

Should unauthorised users gain access to PERI resources, the publisher or country coordinator may cancel the access of the registrant's institution to the resource(s).

Signature of PERI registrant

Date

Researcher agreement on user names and passwords for PERI resources

To be signed by all individuals requesting username and password access to PERI resources

Between

[Name of Library /Institution]
(to be known as the registrant)
Represented by
[Name of PERI registrant]

And

[Full Name and address of individual requesting access to usernames and passwords]

.....
.....
.....

The parties agree as follows:

The researcher is eligible to use PERI resources (see note [below](#))

The researcher agrees to protect the security of the usernames and passwords

The researcher will not share the usernames and passwords with anyone (including colleagues and family members).

The researcher will not record the usernames and passwords in any medium which could be viewed by others, including any electronic form (e.g. blogs) which could be viewed by others.

Results of infringements

Any misuse of usernames and passwords will result in cancellation of access for the WHOLE INSTITUTION

Eligibility to use PERI resources

Authorized Users are defined as faculty members (including temporary or exchange faculty for the duration of their assignment); graduate and undergraduate students and staff members, university departments, university libraries, not-for-profit research institutes and centres, higher education institutes, colleges, polytechnics, ministries of education, ministries of health, ministries of agriculture, teaching hospitals, indigenous non-government organisations (NGO's) and indigenous Civil Society Organisations (CSOs).

Signature of researcher

Date