

Collection Development Procedures for Terms of Use Violations

<http://libraries.colorado.edu/screens/termsofuse.html>

1. The vendor will contact us (likely Acquisitions/Linda) when a violation of the terms of use in the license agreement have been violated.
2. Acquisitions will contact the Systems Department to notify them of the violation.
3. Systems contacts campus ITS.
4. ITS analyzes their logs and tracks the violation to determine the IP address, office and specific user.
5. ITS notifies the user who has been determined to be the responsible party, using the Collection Development letter (from Yem) as a template for the three strikes policy. ITS keeps the name confidential from all other parties.
6. ITS contacts the Libraries (Systems and Yem) of the result of their violation notification to the responsible party.
7. Yem reports back to the vendor with the outcome of the violation notification.