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UM System Policies

UM Acceptable Use Policy

<http://www.umsystem.edu/ums/departments/gc/rules/facilities/110/005.shtml>

UM Information Security Program: Information Security Officers (ISO)

<http://infosec.missouri.edu/admin/iso.html>

UM Information Security Program: Human Resource Security Mandatory Reporting Requirement

<http://infosec.missouri.edu/hr/mandatory-reporting.html>

Electronic Resources Security Breach Guidelines

A. **Acceptable Use Guidelines.** This procedure should be followed by all individuals who access or use UM subscribed electronic resources. Further, these guidelines establish the expectations for all users of the University's electronic resources and databases. It addresses the availability and integrity of the electronic resources in support of the UM missions. The UM electronic resources are provided to support the teaching, learning, clinical, and research mission of the University and their supporting administrative functions. Inappropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and a secure environment for maintaining electronic resources, and may result in the termination of access to a resource.

1. Responsibilities of Users of the electronic resources.

Electronic resources are available to UM students, faculty, staff, and library users in accordance with the publisher's license terms and conditions. Users have an obligation to read, be aware of, and observe the terms and conditions for use for all electronic resources. For a list of UM Library Systems Office electronic resources and license agreements see: <http://merlin.missouri.edu/eResources>. For a list of additional electronic resources see the individual campus library websites. In general,

- a. Users **MUST**
 - Use the resources for personal, educational, or research purposes **ONLY**
 - Check the license terms on the website for permitted uses and prohibited uses using the link above [or] see the individual campus library websites.

- Comply with restrictions on use, reproduction, distributions, and alteration

b. Users MUST NOT

- Systematically, programmatically or massively download or copy any of these resources
- Sell or otherwise make commercial use of these resources.

B. Responsibilities of the libraries providing electronic resources

1. If a security breach occurs the vendor/publisher usually notifies the subscribing library, either LSO or the individual campus. If LSO is notified we will notify the electronic resource representative for the campus where the violation occurred. If the campus is notified directly, please notify your campus Information Security Officer (ISO) immediately (<http://infosec.missouri.edu/admin/iso.html>). This should be done by either the electronic services librarian or the Library IT department. Also, please let the Manager of Information Resources, UM Library Systems Office know. We will help to coordinate the process with the vendor/publisher.
2. The vendor/publisher should provide IP address(es) and date information regarding the violation. It is the electronic resource representative's responsibility to provide this information to the appropriate ISO.
3. Once that information is known, the ISO will coordinate effort(s) to identify the individual responsible. Regardless of whether the individual can be uniquely identified, the ISO can help to ensure that the unauthorized activities cease.
4. The ISO will work back through the Library representative and/or notify vendor/publisher that the situation has been remedied and summarize how it was remedied. Please copy the Manager of Information Resources, UM Library Systems Office on any correspondence if the electronic resource is subscribed to by LSO on behalf of the University of Missouri campuses.

C. Remediation

1. It is also the responsibility of the appropriate library to meet with the violator, if known, and his/her advisor/department head/dean to make sure that he/she understands the violation of the license agreement. If the violator can be identified, there are no existing UM policies that prohibit library staff from knowing who the individual is.
2. If appropriate, violations may also be referred to the campus Student Affairs office. Based on past violations or the severity of the current violation, a decision to refer a case to Student Affairs can be made individually by the ISO or in conjunction with the Library representative.

3. Counsel must be given as to what is appropriate use and what the consequences has been (discontinuation of access until remedied) and could be (permanent denial of access) for the University/UM System because of this violation. Appropriate disciplinary action is left to the campus.
4. Under no circumstances is the name of the violator to be shared with the vendor/publisher.