

Licensing Principles for Hosting Digital Content (LTS Procedure #125a)

General note: Requests to host digital content on eCommons should be routed through the E-Resources Unit to negotiate and confirm permission and to record any necessary details. The procedure which addresses the acquisition and cataloging of digital content is [Digital Files: Acquiring/Cataloging /Archiving LTS Procedure #125](#).

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Confirmation:

We must confirm the following for any files that we wish to host on eCommons. Several of these can be assumed if there is no mention of them in the dialog:

- We are allowed to make the file available to download from a secure server to all members of the Cornell community (students, faculty, staff, affiliates) – **This must be explicitly confirmed.**
 - File Type is something that is appropriate for eCommons:
 - Successfully hosted on eCommons thus far: PDF, ZIP (used for a database installation file and a collection of files that are part of the same resource)
 - Image files are more appropriate for JSTOR Forum (which was previously known as ArtStor Shared Shelf) which has its own procedures. Please see this page for more information: [CUL JSTOR Forum Documentation Home](#)
 - No simultaneous user limit
 - No expiration date
 - No requirement to purge ALL copies held by institution and/or Authorized Users in the event that the document must be taken down (this is simply not possible to accomplish with any level of confidence). We can agree to remove the original from eCommons. Removal or changes to content on eCommons must follow the procedures outlined on the eCommons [Alteration and Withdrawal page](#).
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Typical Request:

Is it acceptable for us to load the file onto a secure server and to provide electronic access to it to members of the Cornell community?

Publishers' Response Example:

- Yes, you can. (This assumes the typical request above or something similar has been asked)
 - *You are allowed to place the file(s) on your intranet, a shared drive, or a password-protected website as long as access is restricted to the workforce of the organization that bought the site license. Non-profit universities can treat registered students as part of "the workforce of the organization" for the purpose of this site license. This means that they can give copies to their students and can place the files on networks that are closed to the general public but accessible for students.*
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Acceptable forms of confirmation:

- License agreement or Terms of Use document that includes a statement confirming our hosting and access method.
- E-mail from a representative of the publisher or vendor confirming our hosting and access method. (This should be sent to e-resources@cornell.edu if the selector or other staff has gotten the confirmation)