



LibraryConnect

Partnering with the Library Community

Ways to Use Journal Articles Published by Elsevier: *A Practical Guide*

Produced by

**Library Connect, in collaboration with
the Elsevier Global Rights Department**

2004

Library Connect Editorial Office

ELSEVIER

525 B Street, Suite 1900

San Diego, CA 92101, USA

Phone: +1-619-699-6379

libraryconnect@elsevier.com

TABLE OF CONTENTS

1. HOW PERSONS AFFILIATED WITH AN INSTITUTE WITH A SCIEDIRECT LICENSE MAY USE ARTICLES FROM LICENSED CONTENT

- Professional use of articles
- Scholarly sharing of articles
- Coursepacks
- Interlibrary loan (ILL)
- Use by library walk-in patrons
- Links to articles

2. HOW AUTHORS CAN REUSE THEIR OWN ARTICLES PUBLISHED BY ELSEVIER

- General use of articles
- Web posting of articles
- Offprints of articles

3. HOW ANYONE CAN USE ARTICLES PUBLISHED BY ELSEVIER

- Bibliographic references
- Short quotes from articles
- Reproduction of material from articles
- Photocopies of articles
- Reprints of articles

INTRODUCTION

Elsevier believes it's important to communicate clearly about our policies regarding the use of articles we publish.

To help our library customers, readers and authors, we have compiled this brief guide to ways in which you can use articles published by Elsevier whether you have access to them in print or via an online service such as ScienceDirect at www.sciencedirect.com

However, this guide does not amend, replace or cancel any part of an existing license with Elsevier.

Anyone with questions regarding the use of articles published by Elsevier should contact our Global Rights Department, reachable as follows.

Elsevier Global Rights Department
P.O. Box 800
Oxford OX5 1DX, UK
Phone: (+44) 1865-843830
Fax: (+44) 1865-853333
permissions@elsevier.com

www.elsevier.com

Library Connect is Elsevier's initiative focusing on partnering with librarians and supporting their roles in today's changing library environment.

This initiative offers the quarterly Library Connect newsletter and practical-assistance pamphlets, such as this one. These publications are available in print and online at <http://www.elsevier.com/librarians>

The Library Connect initiative also offers events such as seminars and workshops.

Please send ideas regarding Library Connect to libraryconnect@elsevier.com

1. How persons affiliated with an institute with a ScienceDirect license may use articles from licensed content

Professional use of articles

Current ScienceDirect licenses allow authorized users to access, search, browse and view particular licensed content (generally from journals), and print or download a limited number of articles, abstracts and records. This allows researchers to conduct searches of the content on ScienceDirect and make copies of the results of such searches. However, Elsevier does not allow systematic reproduction, such as copying or downloading entire issues of journals.

Scholarly sharing of articles

Current ScienceDirect licenses permit authorized users to transmit excerpts of licensed content such as an article, by email or in print, to colleagues for the purpose of scholarly study or research. Recipients of such scholarly sharing do not themselves have to be licensed to access journals published by Elsevier.

Coursepacks

Any academic or government institute with a current ScienceDirect license can incorporate links to licensed content, including full-text articles, into electronic coursepacks for use in connection with courses offered for academic credit by the institute.

For any coursepack for a non-credit course, the institute must obtain prior written permission from Elsevier and a fee may be required. Contact Elsevier's Global Rights Department at permissions@elsevier.com

Interlibrary loan (ILL)

Any academic or government institute with a current license to ScienceDirect can print and fax articles from licensed Elsevier journals to fulfill interlibrary loan requests, on an article-by-article basis. Each request must come from an academic or other non-commercial, non-corporate research library located in the same country as the licensee.

"Elsevier took a pioneering step in allowing interlibrary loan of copies made from electronic files. As libraries move from paper-plus-electronic to electronic only, it is important they be permitted to continue to fulfill traditional functions, such as ILL. Our policy recognizes that end-users need access to Elsevier information that is not held at their libraries. This demonstrates Elsevier's commitment to meeting both librarian and end-user needs."

— Karen Hunter, Senior Vice President, Strategy, Elsevier

Use by library walk-in patrons

It is Elsevier's policy that any institute with a current ScienceDirect license can allow walk-in users at that institute's library to access, search, browse and view articles in licensed Elsevier journals. Such users may include members of the general public. Such walk-in users may also use terminals located at that library to print single copies of full-text articles from the licensed journals for their own personal use, subject to usage restrictions imposed by the library itself.

Links to articles

Any institute with a current ScienceDirect license may provide links on the institute's home page, library Web site or online catalog to licensed Elsevier journals or articles. The ScienceDirect INFO site offers short cut URLs to help information professionals put in place deep links to licensed Elsevier journals or articles.

For more information, see http://www.info.sciencedirect.com/librarian_help/index.shtml

The screenshot shows the ScienceDirect INFO website interface. At the top, there is a navigation bar with links for Home, Contact Us, About Us, Site Map, and Go To ScienceDirect. Below this is a header for 'SCIENCE @ DIRECT* INFO' with the tagline 'First-line support for ScienceDirect customers'. The main content area is divided into two columns: 'USING SCIENCE@DIRECT' and 'ABOUT SCIENCE@DIRECT'. Under 'USING SCIENCE@DIRECT', there is a 'Librarian Tips/Help' section with a list of links: 'SD at your institute', 'Journal lists', 'Usage reports', 'IDEAL integration links', 'Link to journal homepage', 'Short-cut links - full list', 'Administrator ID', 'Set up a library banner', 'Journal cover images', and 'SD & Elsevier logos'. The 'Short-cut links - full list' link is highlighted with an orange oval. To the right of this list is a section titled 'ScienceDirect@ at your Institute' which includes 'Elsevier's Librarian Advertisements', '10 Quick Tips to get the best out of ScienceDirect', and a list of tips. The first tip, '1. Set up short cut links to different parts of ScienceDirect', is highlighted with an orange oval and contains two sub-points: 'How to link directly to journal home pages' and 'Full list of shortcut links to pages within ScienceDirect'. On the far right, there is a 'Resources for:' section with links for 'SCIENCE @ DIRECT OnSite', 'SCIENCE @ DIRECT Web version', 'Contact Us', 'Comments & Suggestions', 'ScienceDirect Helpdesk', and 'Regional Sales Offices'.

Information on how to set up short cut links to journals or articles on ScienceDirect appears at <http://www.info.sciencedirect.com>

2. How authors can reuse their own articles published by Elsevier

General use of articles

Researchers publishing in Elsevier journals retain wide rights to continue to use their works to support scientific advancement, teaching and scholarly communication. Following publication of an article by Elsevier, the author can without asking permission post the article — with a link to the journal home page — on the author's personal home page or the author's institute's Web site.

The author also can, without asking permission, do any of the following in print or electronic format.

- Use the article for courses or classroom teaching.
- Share the article with research colleagues.
- Reuse the article or parts of it in a new article, to be published in a thesis or dissertation or collection of works.
- Present the article at a meeting or conference.
- Expand the article to book-length form for publication.

Web posting of articles

Authors of papers published in Elsevier journals can post their versions of the articles — whether pre-print versions or the final versions as accepted by the journals — on pre-print servers and the authors' personal or institutional Web sites. Each author posting should contain a link to the journal home page. Author postings are not to be used for commercial purposes, such as systematic distribution or creating links for customers to articles. To preserve the integrity of the official record of publication, the final published version as it appears in the journal will continue to be available only on an Elsevier site.

"Elsevier's policy on author postings clearly supports scholarly communications. We have a strong history of allowing authors to use their Elsevier-published articles within their institutions for teaching and sharing with colleagues, and to create derivative works.

"Several years ago, we supported the development of pre-print servers by deciding papers posted to such servers would not be viewed as 'prior submissions.' Further, following Elsevier's publication of papers, we haven't required them to be removed from pre-print servers. For several years we have also permitted authors to post their final, accepted versions of their papers on secure intranets.

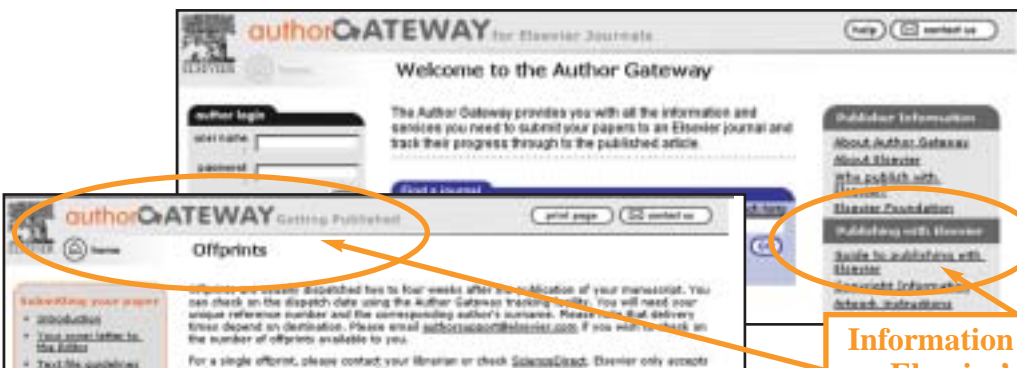
"Now, to affirm this position and make sure it reflects our authors' needs, we have extended our policy on author postings. We now allow authors to post their versions of their accepted papers on their publicly available personal Web sites or their institutions' public Web sites."

— Arie Jongejan, CEO, Science and Technology Division, Elsevier

Offprints of articles

Elsevier has a general policy to provide authors with complimentary copies of their articles published by Elsevier. More information about offprints appears at Elsevier's Author Gateway site at <http://authors.elsevier.com>

Any author with a specific question about offprints can email authorsupport@elsevier.com



Information about offprints appears on Elsevier's Author Gateway at <http://authors.elsevier.com>

3. How anyone can use articles published by Elsevier

Bibliographic references

Anyone may in a bibliography — published or not — list an article published by Elsevier.

Short quotes from articles

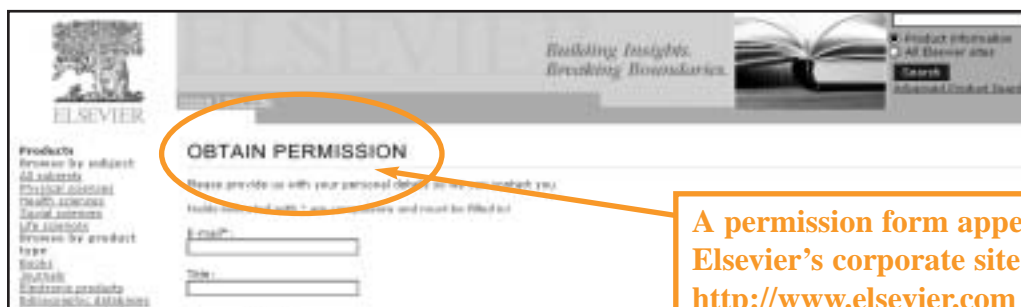
Anyone may in written work — published or not — quote from an article published by Elsevier, as long as the quote comprises only a short excerpt such as one or two sentences. An appropriate citation including the journal title must be provided.

Reproduction of material from articles

Any individual who is not the author of an article published by Elsevier but who wishes to reproduce a significant part (beyond a short quote) or all of that article must obtain Elsevier's prior written permission. The requestor must provide details of how and where the requested material will be used, such as in a thesis or dissertation or other publication.

To submit a permission request to Elsevier's Global Rights Department, please visit

http://www.elsevier.com/wps/find/obtainpermissionform.cws_home/obtainpermissionform



Photocopies of articles

National copyright laws generally permit photocopying of an article for personal use.

Elsevier requires permission and a fee for all other photocopying, including multiple or systematic copying, copying for advertising or promotional purposes, resale and all forms of document delivery. Special rates are available for educational institutions wishing to make photocopies for non-profit classroom use.

A form to complete and submit appears at

http://www.elsevier.com/wps/find/obtainpermissionform.cws_home/obtainpermissionform

Reprints of articles

Anyone may purchase reprints of an article published by Elsevier. Please send requests to esreprints@elsevier.com for European journals and reprints@elsevier.com for US journals.

C O N T A C T S

Compiled by:

Elsevier

Daria DeCooman
Library Connect Pamphlets Editor
Account Development &
Channel Marketing Manager
San Diego, CA, USA

Elsevier

Global Rights Department

P.O. Box 800
Oxford OX5 1DX, UK
Phone: (+44) 1865-843830
Fax: (+44) 1865-853333
permissions@elsevier.com

Elsevier

Library Connect Editorial Office

525 B Street, Suite 1900
San Diego, CA 92101, USA
Phone: +1-619-699-6379
libraryconnect@elsevier.com