

Academic Databases Sharing and Access Policy

(Established pursuant to the CEIBS Library Electronic Resource Use Management Measures and the accompanying CEIBS Library Electronic Resource Use Rules)

I Purpose and Scope

To regulate the storage and shared use within the School of academic databases procured with funding from the China and the World Research Area (the “Research Area”), this Policy is established in accordance with the relevant requirements of the CEIBS Library Electronic Resource Use Management Measures (the “Management Measures”) and the accompanying CEIBS Library Electronic Resource Use Rules (the “Library Use Rules”), taking into account the original database procurement contracts.

This Policy applies to all academic databases procured with funding from the Research Area, including those procured previously. In the event of any inconsistency among this Policy, the original procurement contract, the Management Measures and the Library Use Rules, the original procurement contract shall prevail.

II Storage and Management

1. Databases shall be centrally stored and managed by the Research Area, which shall act as the data custodian.
2. The Research Area shall provide database access to eligible faculty members in accordance with this Policy and the Database Procurement Consent Form.
3. The Research Area’s compliant distribution of data as custodian is consistent with users’ obligation to use the data solely themselves and not to make or transfer copies without authorization. The former is a management function; the latter is a restriction on use.

III Funding and Access Rules

1. Funding ratio: By default, the Research Area shall fund three quarters (3/4) of the procurement cost, and the faculty member’s individual research budget shall cover one quarter (1/4). A different arrangement may be agreed upon based on the approval for each database.
2. Signing the consent form: Any faculty member applying for Research Area funding to procure a database (the first contributing faculty member) must submit a funding application to the Research Area before procuring and signing the Database Procurement Consent Form. The faculty member must agree that the data will be centrally stored by the Research Area and made available to other faculty members in the Research Area one year after the procurement date. The Research Area shall not provide funding if the procurement form has not been signed.
3. Timing and scope of access: The data shall be made available one year after the procurement date. Access shall be available to all faculty members in the Research Area; the access list may be updated as members join or leave.
4. Exemption from Signing for Subsequent Users: Once the database is made available, faculty members using it need only comply with the provisions of its original procurement contract, the Management Measures, the Library Use Rules, and this Policy, without being required to sign any additional coordination documents with the first contributing faculty member or the Research Area.
5. Previously procured data: Databases previously procured using Research Area funds shall be handled directly under this Policy, without requiring a consent form to be signed retroactively.

IV Use Requirements

(In accordance with the Library Use Rules and the original procurement contract)

Authorized users of the database must strictly comply with the following requirements:

1. Protection of account information: Users must not provide or disclose their account information to unauthorized users, or set up private proxy servers to give unauthorized users access to the database.
2. Scope of use: Data and materials consulted or downloaded may be used only for the user's personal study, research and appreciation, and for classroom teaching and scientific research at the School. The author's name and the title of the work must be identified when the material is used. Data must not be used for activities beyond the scope of reasonable use, including publication and distribution, dissemination over networks and commercial operations, or for any other profit-making activity. No information retrieved may be passed to unauthorized users.
3. Prohibition on copying or transfer: Data may be used only by the user. Providing, copying, assigning or transferring data to any other person in any form is strictly prohibited.
4. Compliance obligations: Users must comply with applicable laws and regulations, including the National Security Law, the Cybersecurity Law, the Data Security Law and the Personal Information Protection Law. Research outputs must identify and acknowledge the data source.

V Monitoring and Enforcement

1. The Research Area has the right to monitor database use and downloads. Authorized users shall be deemed to consent to such monitoring by using Research Area databases.
2. The Research Area shall handle violations of this Policy by authorized users strictly in accordance with the provisions of the Management Measures concerning the investigation and handling of violations and the allocation of liability. If a user causes losses to a data supplier or a third party, the user shall provide compensation in accordance with the law.

VI Allocation of Responsibility

Users must strictly comply with the original procurement contract, this Policy, the Library Use Rules and applicable laws. Users shall bear all liability and consequences arising from their breach of contractual obligations or unlawful conduct, without implicating the School or the Research Area.

VII Effectiveness and Record Retention

This Policy constitutes an internal arrangement for shared use within the School and shall be implemented after the first contributing faculty member signs the Database Procurement Consent Form. Related electronic documents shall be centrally archived and retained by the Research Area for future reference.