

## 8 Essential Tips for Licensing Electronic Resources

### 1. Negotiate as necessary

Approach your licenses as if they're negotiable. Don't assume the vendor, publisher or licensor is going to ask, "What terms would you like to negotiate?". It's up to you to initiate negotiations and obtain license terms that match your needs and your content usage.

### 2. Only sign a license that works for you

Always remember to only accept a license arrangement that works for you in your particular circumstances.

### 3. Both licensors and licensees should be satisfied with the license

Negotiations should be "win-win," with both parties satisfied with the end result. By being prepared before entering into negotiations and understanding both your needs and those of the other party, you'll be taking the right steps to finding an agreement satisfactory to both sides.

### 4. Avoid legal jargon in your licenses

Most licenses for the use of electronic content will be interpreted by nonlawyers, so it's best to use plain language they can understand. This also assists in ensuring that the licensed content is used according to the terms and conditions of the license.

### 5. Ask questions about the terms and conditions

Do your homework and ask questions so you're comfortable with the arrangement you're entering into. Ask yourself if your end-users can reasonably access the licensed content according to the terms and conditions in the license.

### 6. Word automatic renewal clauses properly

Lengthy durations for license agreements may not be appropriate, so consider an automatic renewal clause. Ensure that both parties are satisfied with how the license is working out for them, and each side has an opportunity to positively opt into the renewal.

### 7. Don't police uses of licensed content

You should never agree to police end-users of licensed content. However, you may wish to educate staff and researchers about legally using licensed e-resources. In fact, your license may obligate you to make end-users aware of its terms while not requiring you to police them.

### 8. Educate your end-users about licensing digital content

Collect questions and any misconceptions about licensing electronic content that you come across. Create a question and answer fact sheet to educate your end-users about how license agreements work and how to legally use licensed resources.

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