

# Regulations for the use of services, resources and facilities provided by the Cardiff University Directorate of Information Services

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## 1. Introduction and Background

- 1.1 Information Services (INSRV) aims to: enable the world leading ambitions of Cardiff University; to provide superior information resources, systems, help, training and support, that give both individuals and groups a distinct edge, to achieve world leading outcomes and international recognition.

The following schedules are divided into two main areas, University Library Service (ULS) and University IT, which are managed respectively by Janet Peters, Director of University Libraries and Eileen Brandreth, Director of University IT.

A further illustration of the organisational structure of Information Services is available at: <http://www.cardiff.ac.uk/insrv/aboutus/strategy/organisation.html>

- 1.2 The requirements detailed in the following schedules are provided to enable users of INSRV's systems and services to achieve their goals in a secure and protected environment and to promote equality of access to INSRV systems and services which will enable the University to meet its strategic, legal and audit responsibilities.

## 2. INSRV Regulations

### 2.1 Preamble

- 2.1.1 Use of equipment and facilities is authorised only in accordance with the University IT Regulations and the additional regulations and the associated schedules below which apply specifically to the use of services or equipment owned or managed by INSRV ('together referred to as the Regulations'), and any requirements of UK legislation. Any person or persons using the facilities of the Service shall be deemed to have read the Regulations and agreed to be bound by them.

- 2.1.2 Breaches of the Regulations may be subject to disciplinary action within the appropriate University codes and procedures.

<http://www.cardiff.ac.uk/regis/sfs/regs/index.html>

<http://www.cardiff.ac.uk/humrs/staffinfo/policyprocedures/index.html>

- 2.1.3 In these regulations:

- 'Director' means the University Director of Information Services and includes all Information Services staff, or any other persons (e.g. contractors), authorised to act on behalf of the Director;
- 'Approved Representative' means staff who have received permission from the Director of Information Services via their Head of School to have enhanced access rights and have signed up to the Access Rights Code of Conduct;
- 'Users' means staff and students of Cardiff University, and certain non-members of the University, eligible to use the University facilities to the extent specified in the accompanying schedules.

- 2.1.4 Users of INSRV's facilities must not behave in a manner likely to:

- bring the University into disrepute;
- disrupt teaching, study, examining, research, or administration in the University;
- obstruct any member of the University in pursuit of their studies or in the performance of their duties.

## 2.2 Use of INSRV Premises, Facilities and Materials

2.2.1 When using INSRV's systems and services users agree to:

- show proof of entitlement to use services when entering INSRV premises if asked to do so;
- Use only a valid identity card or cards (for individuals who are entitled to carry more than one identity card), which will be produced when borrowing or hiring INSRV material;
- comply with any instructions given by the Director in relation to bags, cases and equipment brought into INSRV premises;
- return borrowed or hired INSRV material by its due date and respond to the recall of any material on loan. Any item that is on loan for more than 2 weeks can have the loan period reduced, should that item be reserved by another user. Users may incur fines for the late return of material or be charged for replacement items, as outlined in Schedule 2. Libraries may take measures to ensure overdue reserved items are returned promptly, such as charging the maximum fine, or suspending the borrower's Library account.

2.2.2 Users agree not to:

- disturb others;
- smoke;
- eat or drink in public spaces other than designated refreshment areas with the exception of bottled water;
- use unauthorised audio equipment;
- reserve unattended places;
- damage, deliberately misplace or remove without authorisation materials or facilities.

2.2.3 Good conduct is assumed. Users may be refused permission to use INSRV premises, facilities and materials at the Director's discretion (Reg. 2.1.2 applies).

2.2.4 Mobile phone conversations are permitted only in designated areas of the libraries. In all other areas of the libraries mobile phones must be set to operate in "silent" mode, to avoid disturbance to other users of the library or Study Centre.

## 2.3 Use of IT Facilities

2.3.1 For the maintenance and repair of University systems, Approved Representatives have to have the ability to access other users' networked filestore. These staff have signed up to the Access Rights Code of Conduct to ensure they are aware of Data Protection and other relevant legislation<sup>1 2</sup> Contact the Information Services IT Service Desk on ext. 74487 or by e-mail, [insrvConnect@cardiff.ac.uk](mailto:insrvConnect@cardiff.ac.uk) to request access to the Access Rights Code of Conduct.

2.3.2 Access is enabled following registration and the allocation of access rights in the form of a username and password.

2.3.3 In registering, users agree to:

- access the computers and networks provided or managed by INSRV in accordance with the University's 'Acceptable Use Policy' (AUP) and the notes for guidance (Schedule 3 below), the Joint Academic Network's (JANET) AUP (see

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<sup>1</sup> Access will only be undertaken with explicit permission from the user whose filestore it is.

<sup>2</sup> Information held in non-shared network space, hard drives or on removable media<sup>2</sup> may be of a confidential nature. Inappropriate disclosure of such information to someone other than the account holder may constitute a breach of confidence, a breach of the Data Protection Act and/or a breach of the Human Rights Act.

<http://www.ja.net/company/policies/janet-aup.html>), and the University IT Security Policy;

- comply with an instruction from the Director which is issued in respect of a suspected, or actual, breach of network security, or a reported breach of the University or JANET AUP.

2.3.4 No equipment or other IT facility owned by INSRV may be moved, or taken off-site, without the prior agreement of the Director.

**Any changes to these regulations will be published on the Information Services web site – [www.cardiff.ac.uk/insrv/aboutus/regulations](http://www.cardiff.ac.uk/insrv/aboutus/regulations) .**

## Schedule 1: Library Entitlements and Loan Periods

### S1.1 Client Groups, Loan, and Service Entitlements

#### S1.1.1 University Library Service

Client Group ID	Client Group	Level of Service Entitlement (defined in S1.1.2)	Loan entitlements (Including Inter-Library Loans)
A	Cardiff University Staff (including retired academic staff)	3	32
B	Research Postgraduates (including agreed extensions for "writing up")	3	25
C	Taught Postgraduates, CIAV students	3 (Level 2 for CIAV)	15
D	Undergraduates (regardless of full or part time study - Includes International Foundation Programme students, LEARN diploma students, and non-degree awarding healthcare courses (i.e. nursing short courses), regardless of length of course)	3	12
E	Short Course	3	4
F	SCONUL ACCESS Band A / WALIA	2	5
G	SCONUL ACCESS Bands B and C	2	2
H	Personal External Members, Alumni, and National Museum of Wales staff (no fee), incl. GTCW teachers	2	4
I	Corporate External Members (NB GTCW to be charged once pa as a Corporate External Member, but individual teachers (unlimited) to be given Personal External Members Library cards (Group H)	2	6
J	Staff of Cardiff & Vale and Velindre NHS Health Board	3	12
K	Distance Learners <a href="http://www.cardiff.ac.uk/insrv/libraries/distance/">http://www.cardiff.ac.uk/insrv/libraries/distance/</a>	3	12 (with loan periods of one and two weeks to be doubled) PG Taught 15
L	Extended Loans (where specific need is justified)	3	UG 12 PG Taught 15 PG Research 25

			(with loan periods of one and two weeks to be doubled and 4 week loans extended to 6 weeks).
M	Fellows and Council members (and Other persons defined by resolution of Council)	3	12
N	Members of the public, WCPPE and LEARN non-accredited course students, SCONUL ACCESS Reference and INSPIRE members	1	0
P	WEIC staff	2	32
Q	Dental technician students (UWIC and Cardiff & Vale NHS Health Board combined course)	2	6
R	Mutual Facilities (RWCMD students on specified courses & UWIC students). Welsh for Adults students.	2	2
S	Mutual Facilities (RWCMD & UWIC) staff	2	5
U	Gwent Nurses (Borrowing from Caerleon only)	2	2
V	Swansea Healthcare students	3	2

## Notes:

- Entitlements for external groups covered by Memorandum of Understanding or Service Level Agreements will continue as at present, at least until these agreements are reviewed or renewed.
- Users may place a request for items on loan from any Cardiff University Library via the self service facility in the Voyager catalogue, and will be notified when these are available for collection from the holding library. Users may, if it is more convenient, place requests via a staff mediated service which will ensure that any material from a distant location (e.g. between the two main campuses, Heath Park and Cathays Park) is delivered to a more convenient library for collection. In some cases this service will be offered for non-short loan material only. Reserved items from short loan collections will normally be held for 1 working day; items from other collections will be held for 5 working days.
- With the exception of 4 hour loans borrowers may return loans to any Cardiff University library
- Registered users from outside Cardiff University may only be allowed to borrow items from Standard Loan Collections

**S 1.1.2 Levels of Service offered to Library clients****Level 1 (Members of the public)**

- Reference access to print, and other non-digital materials only;
- Simple enquiry and orientation;
- Use of self service photocopiers.

**Level 2a (Registered borrowers – personal, corporate, mutual, Alumni; plus LEARN and other students not following a Cardiff University accredited course)**

- Services of level 1, plus:
- Borrowing (levels as defined in schedule 1);

- Reservations;
- Use of Inter-library loans service (chargeable – Personal and Corporate External Members only)

**Level 2b**

- Services of level 1, plus:
- Use of computer databases and networked resources licensed to Cardiff University.

**Level 3 (Staff and Students)**

- Services of level 1 & 2, plus:
- Borrowing (levels as defined in schedule 1);
- Extended enquiries;
- Use of computer databases and networked resources [NHS & Health Board users, who have no status as members of Cardiff University, will only have access to the NHS & Health Board network. Cardiff University users will have access to the Cardiff University network];
- Use of the Inter-library loans service;
- Use of open access workstations;
- Access to Information Literacy, and Information Skills training offered by INSRV.
- Staff and students who have an illness, disability or specific learning difficulty such as dyslexia may be entitled to Extended Loans.

**S1.1.3 University Media Services**

Certain audiovisual and other equipment is available for loan or hire subject to the latest published information.

Client Group	Service provided
Cardiff University staff	Full service to support academic activities (research and learning & teaching)
Cardiff & Vale NHS Health Board staff	Full service to support patient care, research and continuing professional development
Cardiff University students	Full service subject to the availability of staff and other resources, but charges will be made at the current rates

**S1.1.4 University Computing Services and Networks (summary)**

Client Group	Service provided
Cardiff University staff (including Student Union staff and officers)	<b>Full</b> service to support academic and administrative/managerial activities
NHS-affiliated staff and students (including Specialist Registrars, Pre-registration House Officers, Honorary Contract Holders, Placement Tutors, PG Centre Managers and Librarians)	Tailored ( <b>partial</b> ) service with facilities and access defined, and registration procedures defined separately (Table linked to Schedule 5)
Cardiff University students	<b>Full</b> service to support academic activities
Visitors (including students from other institutions, Erasmus and elective students)	Tailored ( <b>partial</b> ) service on a time-limited basis (Table linked to Schedule 5)

**S1.2 Library Loan Periods**

Individual library sites may use all or a combination of the following loan periods:

13 weeks	3 days
4 weeks	1 day
2 weeks	Overnight

1 week

4 hours

Borrowers are normally entitled to renew their loans, provided those items have not been reserved for another user and the borrower currently owes less than £10 in fines. Borrowers are normally entitled to take further loans, provided they currently owe less than £10 in fines. **However students must clear all outstanding fines at the beginning of each recess, and at the end of each academic session in order to make further loans or renewals after that date.**

S1.2.1 British Library / Inter Library Loan books are normally issued for 6 weeks. Users can request a maximum of 2 renewals per item. Each British Library renewal carries a standard charge. This cost is covered by the original request providing the user asks for the renewal.

If a borrower fails to return their item by the due date or does not respond to their courtesy notice to request a renewal then a fine corresponding to the current British Library charge rate will be added to their library account by library staff. The current British Library renewal charge is £4.00.

## Schedule 2: Fines and penalties

### S2.1 Fines & Penalties

#### S2.1.1 University Library Service

All overdue loans borrowed from ULS stock are subject to fines according to the following tariff.

Loan Period	Fine
13 week	25p a day
4 weeks	25p a day
2 weeks	25p a day
1 week	50p a day
3 days	£1 a day
1 day	£1 a day
Overnight	£1 an hour
4 hour loan	£1 an hour
Inter-library Loans	£3.50 per item (defined in S1.2.1)

On each issue or renewal the maximum fine per item will be £10

Fines will increase daily until borrowers are invoiced for the replacement cost of the item *and the maximum fine is imposed*. This happens at the following stages:

#### 15 days

4 hour loan  
Overnight loan  
1 day loan

#### 28 days

3 days loan  
1 week loan  
2 week loan  
4 week loan  
13 week loan

If an item is lost, the borrower will be required to pay for a replacement copy.

### **S2.1.2 University Media Services**

The late return of any borrowed or hired audiovisual or other equipment will be subject to a fine at the current rate.

### **S2.1.3 Information Services IT Facilities**

Users may face disciplinary action for any use of computer equipment or networks that contravenes these regulations and schedules.

Users may be charged for the cost, as determined by the Director, of remedying any loss or damage they cause to computing equipment managed by INSRV.

Access to computing and network facilities may be suspended where a student has outstanding debts to the University.

## Schedule 3: Guidance Notes for the use of IT Facilities

### S3.1 Use of Computers

S3.1.1 Users remain responsible for all use made of University computing and network resources using any username and password issued to them by the University and agree to:

- choose a secure password. Advice is available here to help choose passwords <http://www.cardiff.ac.uk/insrv/it/network/password.html>
- not "loan" their password to another user. The account owner is responsible for all actions performed while the account is active;
- not divulge their password to anyone whether on or off-campus. Users should be aware that they may receive emails which appear to have been sent by banks, building societies and the like or internally from INSRV requesting their account names and passwords. Banks and building societies will never request your password via email and neither will INSRV;
- inform the Director if they become aware of another user's username and password;
- comply with the terms of the CHEST Code of Conduct for the Use of Computer Software or Datasets<sup>3</sup> and the terms of individual licence agreements and the University policies on Copyright<sup>4</sup> and Data Protection<sup>5</sup>;
- employ such virus checking processes or procedures that are specified by the Director before files are transferred between computers or are copied over the network. The University provides virus protection software for home, laptop, student and campus systems as described here <http://www.cardiff.ac.uk/insrv/it/antivirus/>;
- apply vendor supplied security updates and critical updates are applied as soon as practicable to systems and applications. If you have a support contract then such updates will be supplied, otherwise regularly check the vendor's website for information;
- adhere to such guidance that may be issued in the future in respect of leaving equipment permanently switched on;
- immediately report to the Director discovery of any unauthorised access or modification of equipment or software;
- ensure that critical systems updates are applied as soon as practicable.
- protect information held on portable computing equipment such as laptops and Personal Digital Assistants (PDAs) . Guidance can be found on securing such devices here: <http://www.cardiff.ac.uk/insrv/resources/guides/inf088.pdf> and on protecting any sensitive information held on them here: <http://www.cardiff.ac.uk/insrv/resources/guides/inf087.pdf>

S3.1.2 Users agree not to:

- make copies of software or data supplied by, or through, the University without the authorisation of the Director unless the user is the beneficiary of the licence or agreement that permits copying to take place;

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<sup>3</sup> <http://www.eduserv.org.uk/Ins/agreements/software-licence>

<sup>4</sup> <http://www.cardiff.ac.uk/insrv/copyright>

<sup>5</sup> <http://www.cardiff.ac.uk/cocom/accinf/dataprotection/index.html>

- make or attempt to make unauthorised access or modification to another user's files or to system software, or contravene licence conditions for the use of software.

### **S3.2 Use of Networks**

S3.2.1 Networked services administered by the University must not be used for unauthorised access to, or activity on, remote facilities. In addition, users should be aware that they are subject to any regulations applicable at a remote site, or to regulations governing the use of a specific application or service (e.g., such as those for the 'Use of the UK e-Science Grid')<sup>6</sup>.

S3.2.2 All connection of equipment to the network must be in accordance with the University's connection procedures which can be found at:

<http://www.cardiff.ac.uk/insrv/it/network/index.html>

S3.2.3 Unless prior consent has been obtained from the Director or another suitable authority, users are expressly prohibited from:

- introducing packet-sniffing or password detecting software;
- seeking to gain access to restricted areas of the network;
- knowingly seeking to access data which is known or ought to be known to be confidential;
- knowingly introducing any form of computer viruses or worm;
- carrying out other hacking activities.

For information, the following activities are criminal offences under the Computer Misuse Act 1990, and Police and Justice Act 2006 (part5):

- Unauthorised access to computer material: this makes illegal the activity of "hacking", whether by a "remote" hacker, working from a distance, who attempts to gain unauthorised access to any program or data held in any computer, or by persons such as employees or students who may have limited authorisation to use the computer but knowingly exceed that authority. The "hacking" need not be directed at a particular computer, program or data.
- Unauthorised access to a computer system with intent to commit or facilitate the committing of a further offence: this covers the situation where an unauthorised access offence (as in the paragraph above) is committed with intent to commit a further offence. It covers a range of situations, e.g. where a person gains unauthorised access to computer material in order to commit theft by re-directing funds to his/her own bank account.
- Unauthorised modification of computer material: this offence includes the deliberate erasure or corruption of programs or data, including introduction of viruses and worms, modifying or destroying another user's file or system files.

S3.2.4 The University can trace whether access to prohibited material has occurred and may do so by law as a reasonable service provider. Where an unacceptable use is established following an appropriate investigation, disciplinary action may follow.

S3.2.5 Where access to materials that would normally be prohibited is deemed necessary for scholarship or research, proper guidance from the Head of School must be sought prior to accessing the material.

### **S3.3 Use of Electronic Communications (email, instant messaging, voice and video conferencing)**

S3.3.1 University electronic communication systems are provided for staff and students in connection with their employment duties and education. Reasonable use for personal

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<sup>6</sup> <http://www.grid-support.ac.uk/>

communication is allowed, as a privilege and not a right, and if abused may be treated as a contravention of these regulations.

- S3.3.2 Students of the University while studying in Cardiff must make every attempt to log into their University mailbox at least once a week during Semester/Term time unless prevented from doing so by exceptional circumstances.<sup>7</sup>
- S3.3.3 Users receiving any communication they believe to be in breach of the regulations should contact their tutor, supervisor, Head of School/Division or the Director<sup>8</sup>, who will pass on their complaint to the appropriate authority.
- S3.3.4 Blogs and Wikis and Teamplace are provided by the University to encourage collaboration primarily within the University. The University's Blogs and Wikis service are intended to be restricted to defined groups of people. Personal blog commentaries should be put onto one of many publically-available blogging services available. Similarly, personal collaborative information collections should either use a Teamplace (where the audience can be restricted), or one of the many publically-available wiki services.

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<sup>7</sup> Users are also referred to the document "[Guidelines on the Use of Email](#)" for advice on good practice.

<sup>8</sup> The address [Postmaster@cardiff.ac.uk](mailto:Postmaster@cardiff.ac.uk) can be used for this purpose.

## Schedule 4: Costs and charges for IT services

These are to be found on Information Services web pages at: [www.cardiff.ac.uk/insrv/it/sales/](http://www.cardiff.ac.uk/insrv/it/sales/)

## **Schedule 5: Membership Entitlements and Categories**

Cardiff University Membership Categories and Entitlements Group (MCE) have detailed tables listing membership entitlements. For further information or to request a copy of the table, staff should contact the Information Services IT Service Desk on ext. 74487 or by email to [insrvConnect@cardiff.ac.uk](mailto:insrvConnect@cardiff.ac.uk) to request access to this information.

## Schedule 6: Copyright Policy

### S6.1 Introduction

- S6.1.1** The University is fully committed to the principle of copyright protection for rights holders. The University endeavours to comply with all current copyright legislation, including the Copyright, Designs and Patents Act, 1988 and associated European Directives, and will take all appropriate and reasonable measures to ensure compliance by its staff and students.
- S6.1.2** It is important to recognise that infringement of copyright by staff or students may expose the University and the individual to legal action and claims for substantial damages. Any infringement of copyright is considered by the University to be a serious offence and may result in disciplinary action.
- S6.1.3** This Copyright Policy applies to all materials or works that are covered by the relevant UK legislation (the Copyright, Designs and Patents Act, 1988, hereinafter referred to as the "1988 Act") and any re-enactment of this legislation. For the avoidance of doubt copyright material includes text, lists, databases, drawings, graphic designs, logos, sound recordings, films, broadcasts, computer programs (software), electronic material stored on local and remote drives and on internet sites.
- S6.1.4** No member of staff or student may reproduce copyright works other than to the extent permitted by law or by appropriate licences (see the Copyright Guidance Notes, Appendix 1) or permissions from the copyright owner. Immediate action will be taken by the University to investigate any alleged infringements of copyright.
- S6.1.5** It is the responsibility of the individual reproducing the copyright work (or using any copyright material including computer software) to ensure that the appropriate permission from the copyright owner has been gained.

### S6.2 Software and Copyright

- S6.2.1** In this context it is important to note that the University licenses the use of computer software from a variety of sources and will not condone the unauthorised use or duplication of software. Unauthorised use includes using software that is licensed to the University for academic purposes (academic licence) for any commercial research or consultancy activity. No member of staff or student shall make, acquire or use unauthorised copies of computer software or other copyright works in machine readable form or assist others to do so. For further details please see the Software Policy, Appendix 2.

### S6.3 Electronic Copyright

- S7.3.1** No member of staff or student shall infringe copyright in copyright works stored on local and remote computer drives or internet sites. Individuals should note that downloading copyright text or images from an internet site without permission may constitute infringement of copyright even if it is not the intention to republish such works.

### S6.4 Licensing Schemes

- S6.4.1** The University subscribes to a number of licensing schemes and will continue to do so while these remain a useful and effective way of permitting the use and reproduction of copyright works covered by such schemes. This enables the use and/or reproduction of certain categories of copyright works and can be extended under licence schemes offered by licensing agencies set up under the provisions of the 1988 Act. New licence schemes will be examined in consultation with those

Schools/Divisions and individuals most concerned, and licences purchased where appropriate.

- S6.4.2** It is essential that staff and students adhere strictly to the terms of any such schemes to which the University subscribes.

### **S6.5 Ownership of Copyright**

- S6.5.1** Under the 1988 Act, copyright works produced by staff in the course of their employment are owned by the University. However, the University normally reassigns ownership of copyright in any published work to the author with the exception of the following which shall belong to the University:
- (i) copyright in course materials produced in the course of employment for the purposes of the curriculum of a course being run or to be run by the University and that are produced, used or disseminated within or by the University;
  - (ii) copyright in works produced with financial support from an external organisation where the terms of such funding require the University to license or assign copyright in the work to the funding organisation or to any third party;
  - (iii) copyright in any computer software generated during the normal course of employment;
  - (iv) copyright in any designs, specifications or other works which may be necessary to protect rights in commercial exploitable intellectual property.
- S6.5.2** The 1988 Act refers solely to employees hence students retain ownership of copyright in all works they create. However, it is expected that copyright in materials created by students and listed in i. and iii. above, will be transferred to the University in order that maximum benefit may be sought for the creators and the institution. The University is conscious of the value of its own copyright material and will take all necessary steps to protect it.

### **S6.6 Promoting Awareness**

- S6.6.1** The University will actively promote awareness of copyright legislation, with a focus upon those aspects most relevant to its staff and students. Copyright is a form of intellectual property, and all staff and students are required to comply with the University's Policy for Intellectual Property. Further details of the Policy for Intellectual Property are available from the Research and Commercial Division.

### **S6.7 Further Information**

- S6.7.1** Advice and support for staff and students is freely available from the Copyright Unit in Information Services (copyright) and the Research and Commercial Division (intellectual property and commercialisation matters in general). Both units are responsible for the dissemination and maintenance of up-to-date information and offer an enquiry service, through telephone, mail and email, to Schools/Divisions and individuals.

## **APPENDIX 1 - COPYRIGHT GUIDANCE**

You should contact the University's Information Services Copyright Unit or the Research and Commercial Division (intellectual property and commercialisation matters) for more detailed documentation and advice on legislation and other issues related to copyright. The Compliance Unit can provide general advice on the University's compliance with legislation and mandatory requirements (contact details below). However, you may find the following notes of help.

## What is Copyright?

Copyright gives rights to creators of certain works including text, lists and databases, drawings, graphic designs, logos and computer programs, and allows them to control how these works may be used. It is an automatic right which arises whenever a literary, dramatic, musical or artistic work is expressed in a tangible form. The relevant UK legislation is the Copyright Designs and Patents Act 1988, supplemented by various statutory instruments, EU legislation and international conventions.

It is not necessary for material to be stored in a hard copy format for copyright to exist, hence computer software and data stored on local and remote drives and media and on internet sites are all protected by copyright.

No formal registration of copyright is required. Under various international conventions protection will be automatic in most countries and generally lasts until 70 years after the death of the creator. However, protection is restricted to 50 years for certain categories of sound and broadcast material and for 25 years in the case of specific published editions.

Copyright exists in drawings, which may have aesthetic or saleable value, and copyright prevents others from copying technical and engineering drawings. However, copyright does not prevent others from producing and/or selling objects based on technical drawings and such rights may be more appropriately protected by registered and unregistered design rights or patents. These are beyond the scope of this guide, and you should contact the Research and Commercial Division for further information.

## Why is copyright important?

Copyright allows the holder to act to prevent others from copying and distributing their work without permission. This protects work generated at the University, but care should be exercised as there will be corresponding restrictions on the use of material owned by other individuals, institutions or companies. It is not necessary for a hard copy to be created for an infringement of copyright to take place – merely downloading copyright text or pictures from an internet site without permission would be seen as a breach of copyright legislation.

*It is important to recognise that infringement of copyright by staff or students may expose the University and the individual to legal action and claims for substantial damages. Any infringement of copyright is considered by the University to be a serious offence and may result in disciplinary action.*

## Ownership of Copyright

The University operates a 'fair-share' policy for rewarding inventors and individuals who generate commercially valuable copyright material and other intellectual property. A significant percentage of the exploitation income (e.g. from licensing and royalties) is returned to staff and students according to the formula shown in the University's *Administrative Handbook*.

Any staff or students who have generated material which they think may be of commercial value should contact the Research and Commercial Division who will provide support and resources in order to ensure that appropriate forms of intellectual property protection are in place, and can assist in developing a commercial strategy and liaising with potential licensees and end-users.

Ownership of copyright may be formally transferred or assigned to others. Typically, authors of book chapters or manuscripts accepted by journals may receive a request that copyright is assigned to the publishing company. In such circumstances care

should be taken that certain rights are retained – e.g. an individual may wish to place a manuscript on their internet site for other researchers to access, in which case it would be necessary to obtain certain rights to publish works in electronic media. The University has also developed an e-prints repository for materials published by its researchers, and publishers should be requested to permit publication in such a repository either at or shortly after publication. The Research and Commercial Division can review documents received from publishers and negotiate appropriate terms according to your requirements for future use of the material.

Copyright in work which is produced as a result of a commission will be owned by the creator unless there is a written agreement which states otherwise. Consequently you should be aware of contract terms if creating material as part of externally-funded work and also when commissioning work from others, in order that you are entitled to make use of the finished work, (contact the Research and Commercial Division for advice).

### **Licences and Permitted Acts**

The 1988 Act makes provision for copying without permission for certain purposes within strict limits. The “fair dealing” exception, which permits the making of a single copy by or for an individual for the purposes of non-commercial research or private study, criticism or review, or for reporting current events, is one such provision. In general, the restrictive nature of the Act means that many copying activities, including multiple copying for teaching purposes, are in fact illegal copying. The Act does however encourage the setting up of Licensing Schemes to extend permitted copying in return for fees which are returned to copyright owners. The University subscribes to a number of these schemes:

- (i) The Copyright Licensing Agency (CLA). This covers most types of printed material and enables staff and students to make multiple copies of material from publishers who are represented by the scheme.
- (ii) The Newspaper Licensing Agency (NLA). This covers a range of national and regional newspapers and permits multiple copying of articles from these publications.
- (iii) The Design and Artists' Copyright Society (DACS). This permits the copying of published artistic works onto slides, acetates or transparencies.
- (iv) The Educational Recording Agency (ERA). This permits the recording and copying of broadcasts and cable programmes.
- (v) Open University (OU). The OU Licence permits the recording of OU broadcasts for educational purposes.
- (vi) Ordnance Survey (OS). This permits reproduction of OS maps and digital data.
- (vii) Click to Use. Licence to reproduce Crown copyright material.

Please contact the Information Services Copyright Unit for full Terms and Conditions of the above licences.

### **Visually Impaired Persons Act 2002 (VIPA)**

The Copyright (Visually Impaired Persons) Act 2002 (VIPA), amends the Copyright, Designs and Patents Act. VIPA allows additional copying (beyond what would normally be permitted) for certain types of disabled people. Cardiff University's photocopying and scanning licence with the Copyright Licensing Agency (CLA) also includes provisions relating to copying for the disabled, which in some respects are more generous than the legislation. Both VIPA and the provisions in the licence are concerned with the production of "accessible" copies. Further information on VIPA and the CLA Licence is available to all staff and students please see the Copyright web pages on the Information Services web site.

### **NHS CLA Licence**

There is likely to be an overlap between National Health Service (NHS) and University users of copyright material within NHS and University premises and libraries. Making or receiving copies will be covered by either the NHS Licence or the University Licence, depending on the individual circumstances.

For further information please contact the Information Copyright Unit or ask Library staff for assistance.

### **Copying for commercial purposes**

The 'fair dealing' exception which permits copying for research or private study only applies to copying for a non-commercial purpose. Any copying carried out in support of research or private study which is directly or indirectly connected with a commercial purpose is likely to constitute an infringement, unless clearance has been obtained.

### **What constitutes commercial or non-commercial purposes?**

Please note that the following list is not exhaustive and is for guidance only.

#### **Non-commercial**

- Work done by lecturers for teaching purposes
- Work done by students for their courses
- Research by employees to assist in their personal professional development
- Work done in preparation for a conference paper for which the author will not be paid
- Any individual's private research which is unrelated to any commercial venture.

#### **Commercial**

- Research undertaken or contracted-out by a commercial company.
- Work done by an information broker for clients.
- Work done for a spin-off company owned by the University.
- Research for a book chapter or journal article for which the author will receive payment.
- Medical consultants obtaining material for use in their private practice, or for any other purpose for which they will be paid e.g. acting as expert witness.

### **International Copyright**

Copyright protection is automatic in most countries. Although registration is required for works generated in some countries (e.g. in the USA), some countries require that a copyright notice, and the symbol © are included in copyright works. It is strongly recommended that all copyright material generated at the University should be marked, using the full legal name of the University, as follows:

Copyright © *Cardiff University*, [year]; all rights reserved.

More extensive notices and appropriate disclaimers must be included in any computer software, and the Research and Commercial Division can provide appropriate wording.

## Copyright at Cardiff University

### Copyright Unit

The Copyright Unit is part of Cardiff University Information Services (INSRV), and is based at 39-41 Park Place.

It has the following responsibilities:

- The monitoring of copyright developments which potentially affect the University
- The dissemination of information on copyright matters
- The administration of licences issued by the CLA, NLA, DACS and OU
- The assessment of and application for new licences
- Advice on applications to rights holders for copyright permission outside the provisions of the licences.

A help and advice service on copyright matters is available to all staff and students, please see the Copyright web pages on the Information Services web site.

Contact: Andrew McVay  
Tel: 029 2087 9033  
Email: Copyright@Cardiff.ac.uk

### Research and Commercial Division

Among its duties the Research and Commercial Division (RACD) manages the commercialisation of the University's portfolio of intellectual property, including computer software. RACD can also provide advice on the legal protection of copyright material generated by staff and students and can advise on commercial opportunities for the exploitation of such material and other forms of intellectual property.

Contact: Dr Nick Bourne  
Tel: 029 2087 5042  
Email: Bourne@Cardiff.ac.uk

## APPENDIX 2 - SOFTWARE POLICY

### Introduction

The University is required by law to ensure that all software (both programs and data) in use has been legally obtained. This requirement arises from the Copyright, Designs and Patents Act 1988, and associated European Directives and legislation.

This can mean different things according to the way in which the software is distributed. Many major software packages are sold in individual "shrink-wrapped" boxes containing individual licences, although some suppliers of bought software may prefer to rely on other proofs of purchase.

### Responsibilities and Compliance

It is the responsibility of the individual in charge of the software installed on each computer to ascertain that every item of software on it has been legally obtained and to keep the necessary authorisations conveniently to hand.

Under UK Copyright Law, the illegal reproduction of software can be subject to civil damages without financial limit and to criminal penalties including fines and

imprisonment. If the use of illegal software within the University were discovered, both the person who made the illegal copy and the relevant University authorities would be liable to prosecution for each illegal copy found and the onus would be on them to prove their innocence. There could also be considerable disruption if the plaintiffs obtained a court order authorising their solicitors to enter the University and remove computers and other evidence.

**The University has therefore developed the following Software Policy with which all members of the University are expected to comply:**

- (i) Cardiff University uses under licence computer software (both programs and data) from a variety of external companies. The University does not own this software or its related documentation and, unless authorised by the licence, does not have the right to copy it in any way.
- (ii) Whenever and however such software and data is used (including software mounted on Local Area Networks and multiple machines) Cardiff University students and staff must comply with the licence agreements.
- (iii) The condition in 2 above shall apply not only to software on computers owned by the University but also to software on personal machines owned by individual University students and staff insofar as the software is being used for University purposes, including student coursework.

This Policy applies equally to software which is obtained from other sources but used for purposes, including student coursework.

This software policy is reproduced by kind permission of University of Cambridge

## Schedule 7: University IT Systems Password Policy

Policy reviewed April 2011, re-approved by INSRV IT Senior Management Executive

University IT Regulations Section 5 Security, confidentiality and passwords states:

*Users must take all reasonable care to maintain the security of IT facilities and files to which they have been given access.*

Passwords are an important part of securing computer systems and the information assets they store and process. As the University moves towards the use of single-sign-on technology a robust password policy is an essential part of University security controls. A single-sign-on system, requires users to authenticate once to gain access to all network resources. This document provides the computer (IT) password policy framework. It covers:

1. Scope
2. Aims and Objectives
3. Implementation

### 1. Scope

- .1 This policy applies to passwords used in conjunction with all computer systems, both networked and standalone, including laptops, personal digital assistants (PDAs) located on or off University sites.
- .2 Excluded are the use of digital certificates in relation to authentication.

### 2. Aims and Objectives

The Aim of the Policy is to provide a viable framework to promote good password usage and management practise on computer systems. Weak, guessable, passwords and poor password management may lead to a serious breach in network and systems security resulting in

- Disclosure of sensitive personal, financial or research information.
- System compromise
- Compromise of other network systems

2.1 The Objectives of the Policy are:

- .1 Define standards for end users;
- .2 Define standards computer system administrators;

### 3. Implementation.

3.1 Users

- .1 Passwords need to be easily remembered but difficult for others to guess. A guide to choosing a good password is published by Information Services (<http://www.cardiff.ac.uk/insrv/it/network/password.html>). Recommendations include: using a mixture of upper and lower case characters, numeric characters and other punctuation characters, and not using dictionary words.
- .2 Passwords should not be shared or revealed to another person.
- .3 Passwords must not be written down on paper or stored in electronic documents and PDAs unless encrypted.
- .4 Password reset. For INSRV managed systems see the INSRV published procedures <http://www.cardiff.ac.uk/insrv/educationandtraining/faq/password.html> For other systems contact the system administrator.
- .5 Contact INSRV or the system administrator immediately if their password is disclosed to others.

### 3.2 Computer System Administrators

- .1 System administrators must ensure the systems they have responsibility for implement this password policy.
- .2 Password length should be a minimum of 6 characters and 8 characters if possible.
- .3 Password complexity should be enabled to ensure dictionary passwords are not used.
- .4 Password aging (lifetime) should be enabled. Recommend; user-level account passwords should be set to expire every 90 days. System-level (root, administrator, SRV) accounts should be set to expire every 40 days.
- .5 Sharing of System-level (root, administrator) accounts should not be used. Administrator should each have a unique username and password.
- .6 Password history should be enabled to ensure non-reuse of the previous password.
- .7 Where a system provides either Intruder lockout or break-in evasion features one of these features should be enabled. For intruder lockout it is recommended accounts are locked following 3 consecutive login failures.
- .8 Passwords should not be stored in plain, unencrypted, form. If possible asymmetric cryptography should be used. Password files or databases must be protected to prevent unauthorised access or copying.
- .9 For disaster recovery one written copy of system passwords may be held in a secure location for example departmental/school safe.
- .10 Compromise, due for example to interception, of the password during distribution to users must be managed. Please refer to INSRV Guidance on Distribution of Initial Passwords to Users.
- .11 Password reset system administrators must publish to user the procedure by which users will be able to have their password reset.
- .12 Blank password or accounts without passwords must not be used. All system default passwords must be changed to a unique password for each account. SNMP community strings must also be changed if SNMP is being used.
- .13 Use of embedded passwords in programme scripts or configurations files is not recommended. Where there is no alternative method access to the script or configuration files must be controlled to prevent unauthorised disclosure of passwords. Accesses should be monitored or logged to detect unauthorised access.

### 3.3 System Purchasers

- .1 This policy must be taken in to consideration when specifying and selecting or designing new computer systems and software.
- .2 For new computer systems where the policy specifies a minimum and a recommended the recommended is to be used in specification and selection.

## 4. Contact

For information about this policy or password management in general please contact the Information Services IT Service Desk - [insrvConnect@cardiff.ac.uk](mailto:insrvConnect@cardiff.ac.uk)

### Release History

Information IT Systems Password Policy Version 4, draft created by D H J Gulliver 10 January 2007

Incorporates comments from J M Wright, L Burrow and P Rock 28 February 2007

Incorporates comments from MWE Policy workshop 2nd March 2007

Incorporates comments from INSRV Security team meeting 6th March 2007

Statement 3.2.10 on password distribution to users added by D H J Gulliver 28 March 2007.

## Schedule 8: University Permission to Connect to the IT Network Policy

University IT Regulations Section 4 'Integrity of IT facilities' states:

*All connections of equipment to the IT facilities must be conducted in accordance with the University's Permission to Connect policy.*

In order to maintain the integrity and protection of University IT facilities and the information held, the University requires that all equipment which are to be connected to the University IT facilities comply with a set of minimum standards.

### 1. Scope

This policy applies to equipment connected to the University IT facilities.

### 2. Aims and Objectives

The Aim of the Policy is to protect the University Networks in order to maintain integrity and resilience of the IT facilities. Poorly configured, managed or operated equipment may lead to a serious degradation of operation and or a breach in network and systems integrity resulting in

- Disruption to normal business processes.
- Disclosure of sensitive personal, financial or research information.
- System compromise
- Compromise of other network systems

2.1 The Objectives of the Policy are:

- .1 Define minimum requirements for equipment being connected to the University IT networks;
- .2 Define standards of acceptable usage of the University IT facilities including network protocols that may be used on the University IT networks;

### 3 Implementation

3.1 Requirements for connecting equipment to the network

- .1 All hardware and software ('Equipment') which will access the services and facilities afforded by the network must be approved by the Director prior to connection.
- .2 Connection of equipment to certain parts of the network is only available to specified classes of users and equipment given in Appendix 5.
- .3 All devices connected to the network shall first be registered with the University. INSRV will publish the procedure(s) via the Information Services Web site (Use URL found in **Schedule 3: Guidance Notes for the use of IT Facilities** section S3.2.2)
- .4 Where the registration procedure requires submission of a Permission to Connect (P2C) form Information Services must be informed of any change in use, location or ownership of the equipment; for example a change of operating system, or the addition/removal of a service, requires the submission of an updated P2C form.
- .5 Only Equipment covered by Appendix 1 may be connected to the network.
- .6 Equipment covered by Appendix 2 will NOT be allowed to connect to the network.
- .7 Where a requirement for connection falls outside the permitted list, approval must be sought from the Director before connection to the network.

### 3.2 Conditions of use of the network connect equipment

- .1 Users must accept network names and addresses assigned by INSRV. DHCP (Dynamic Host Configuration Protocol), if possible, must be used to obtain names and addresses.
- .2 Users agree to and will be responsible for ensuring that vendor security and critical system software up dates (patches) are applied in a timely fashion and up to date anti-virus software is installed and operational. Failure to carry out these tasks may result in disconnection of the equipment.
- .3 If Schools or Divisions do not integrate their account management with the University Directory system (e.g. via LDAP or Shibboleth), they must maintain records of the accounts they have allocated. The minimum information to be kept is listed in Appendix 3.
- .4 Schools/Divisions must ensure that account holders are aware that whilst logged into a system connected to the network their use is subject to all relevant University Regulations and procedures.
- .5 The University may employ measures (including, but not limited to, remote audit and penetration testing) to ensure compliance with University policies and regulations. By connecting to the network users are deemed to have granted permission for this limited intrusion onto their system.
- .6 The University may suspend access to the Internet, or the network as a whole, whilst complaints are investigated, or to ensure the integrity of the University network.
- .7 Equipment connected to the network may only use the approved protocols and offer those services covered by Appendix 4.

### 3.3 System Purchasers

- .1 This policy must be taken into consideration when specifying and selecting or designing new computer systems and software.
- .2 For new computer systems where the policy specifies a minimum and a recommended the recommended is to be used in specification and selection.

## 4. Contact

For information about this policy or password management in general please contact the Information Services IT Service Desk - [insrvConnect@cardiff.ac.uk](mailto:insrvConnect@cardiff.ac.uk)

### Release History

IT Equipment Network Connection Policy Version 2, draft created by D H J Gulliver 6 March 2007

Re-draft of Permission to Connect statements and minor revision of wording by D H J Gulliver 16 March 2007

## Appendices to the University Permission to Connect to the IT Network Policy

### Appendix 1

Equipment with a University-approved network card that may be connected to the Network:

- Any Windows XP, Vista and 7
- Any Apple Mac
- Any UNIX/Linux workstation
- HP Jet Direct Print Servers (internal and external)
- Novell iPrint compatible printers
- Konica and Canon Multi Function Devices, provided they can be configured by DHCP.

Modem equipment can also be connected, subject to the approval of the Director before connection.

Wireless Access Point (bridge/router) refer to the University Wireless policy, [http://www.cardiff.ac.uk/insrv/resources/regulationsandstrategy/cu\\_wireless\\_policy\\_v2.pdf](http://www.cardiff.ac.uk/insrv/resources/regulationsandstrategy/cu_wireless_policy_v2.pdf)

### Appendix 2

Equipment that users shall **NOT** connect to the network without the permission of the Director

- Bridges and switches
- Routers (including computing systems acting as routers or gateways)
- Repeaters (including hubs)
- Any other device which extends or modifies the network
- Any other device which connects any other network to the University network

### Appendix 3

Other persons may be granted permission to hold an account subject to approval by the Director or relevant Head of School/Division. Each individual School/Division must keep a record of accounts granted to non-University persons. Records must be retained as defined in University Records Retention Schedule, Information and Communications Technology (ICT) Systems Management. As a minimum the following shall be recorded:

- the name and organisation of the person for whom the account(s) is being created;
- the name of the person creating the account;
- the reason the account(s) are required;
- any login name(s) assigned and system(s) on which these login names have been created;
- the date the account(s) were activated;
- and upon expiry, the date when these account(s) were disabled.

### Appendix 4 - Permitted Network Protocols and Services

The following protocols are permitted:

Novell networking

- Must use IPX on Ethernet\_II frames only
- Must only use NCP over IPX or TCPIP. Use of IPX is deprecated and not supported across the campus backbone

Microsoft networking

- Must only use NBT (no NETBEUI)
- Must seek permission to run WINS server
- Must seek approval for domain names
- Must seek approval for Active Directory Services

TCP/IP

- Users should seek approval for: DNS Server, BOOTP/DHCP server, SLP server, IP V6, IP route serving

Users are required to seek approval for other protocols.

The following services are permitted provided that they are registered with INSRV via a Permission to Connect form. By registering your equipment as a workstation or server and defining any services offered, we can establish normal behaviour for your equipment, and be better able to identify systems which have become compromised. Note that all NCP and NDS servers must be INSRV controlled to protect the integrity of the overall Novell service.

- FTP
- EMAIL
- WEB
- Terminal services
- SMB servers, (Samba and Microsoft File-sharing)
- Database servers
- Peer-to-Peer file sharing protocol

Users must seek approval for all other services.

#### **Appendix 5**

The Cardiff Academic Network (CAN) and those who may apply to connect to it.

- Administration Network: INSRV and Administration staff
- Server Farm Network: INSRV
- RESLAN Network: INSRV, individuals in Halls of Residence
- Research Network (GRID): INSRV and Research staff, including postgraduates with supervisor approval.
- Cathays Wired Network: All Staff, and postgraduates with supervisor approval.
- Heath Wired Network: All Staff, and postgraduates with supervisor approval.
- Staff Wireless Network: Staff
- Student Wireless Network: INSRV and Students.
- Guest Wireless Network: Sponsored by all staff.