



## PURPOSE

The purpose of this policy is to ensure seamless access to course textbooks and learning resources for faculty members and students through aggregator platforms such as Kortext and VitalSource. These platforms will be integrated with the university's Learning Management System (LMS) to provide efficient and uninterrupted access to digital resources.

## SCOPE

This policy applies to all faculty members and students enrolled at the university. It governs the selection, procurement, access, and usage of digital textbooks and learning materials hosted on third-party aggregator portals.

## SELECTION AND PROCUREMENT

- The library, in coordination with academic departments, will identify and procure digital course materials available on Kortext and VitalSource based on the curriculum requirements.
- Faculty members will recommend course textbooks and supplementary learning materials to be made available through these platforms.
- The procurement process will ensure compliance with copyright laws and licensing agreements.

## ACCESS AND INTEGRATION WITH LMS

- The university's LMS will be linked with Kortext and VitalSource platforms to enable single sign-on (SSO) authentication for seamless access.
- Students and faculty members will be able to access their assigned textbooks directly through their course modules within the LMS.
- The library will ensure that access credentials and technical support are provided to all eligible users.

## USAGE AND BORROWING POLICIES

- Digital textbooks and learning resources will be available 24/7 through online access.
- Certain titles may have concurrent user limitations based on licensing agreements.
- The library will provide guidelines on downloading, offline access, and permissible sharing of content in compliance with fair use policies.
- Faculty may create course packs, highlight text, and add notes within the platforms to enhance learning experiences.



### USER SUPPORT AND TRAINING

- The library will conduct training sessions for faculty and students on how to use Kortext and VitalSource effectively.
- User manuals, FAQs, and technical support will be available via the university library's website.
- A dedicated helpdesk will assist users with login issues, navigation, and content-related queries.

### DATA PRIVACY AND SECURITY

- User data and access logs will be handled in compliance with the university's privacy policy and GDPR regulations.
- No personal information will be shared with third-party vendors beyond what is necessary for authentication and access.

### RESPONSIBILITIES

- **Academic Departments:** Each department is responsible for forwarding book requests to the library. Individual faculty members or a designated liaison for the department can submit book requests.
- **Library Staff:** The library staff is responsible for reviewing and processing acquisition requests, ensuring adherence to selection guidelines, and coordinating with vendors for the purchase and delivery of materials.

### SCOPE

This policy applies to faculty members and students of UKB.