

EUROPEAN ACADEMY OF ADVANCED STUDIES

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Digital Library
Policy and Regulations

Document control

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Contents

1. Purpose	3
2. Who and What This Covers	3
3. A Few Terms	3
4. Access and Availability	3
5. Logging In and Working Off-Campus	4
6. How Resources May Be Used	4
7. Copyright and Fair Use.....	4
8. Academic Integrity	4
9. Open Access and the Repository	5
10. Accessibility and Inclusion.....	5
11. Privacy and Security.....	5
12. What You Need, and Where to Get Help.....	5
13. Training and Research Support	5
14. Who Is Responsible	6
15. Compliance and Enforcement.....	6
16. Review and Updates	6
Appendix A – What's in the Collection	7
Appendix B – Getting Access in Three Steps.....	8
Appendix C – Useful Contacts	9

1. Purpose

A library is only as good as the access it gives, and the European Academy of Advanced Studies (“EAAS” or “the Academy”) means for its digital library to give that access fairly, securely and around the clock. The collection – e-books, journals, databases and multimedia – exists to support teaching, learning and research, and this document explains how it may be used and what users can expect of it in return.

It also sets the ground rules. Much of what the library offers is licensed from publishers on terms the Academy has agreed to honour, so the regulations here are not red tape: they are the conditions that keep the resources switched on for everyone.

2. Who and What This Covers

These regulations apply to every resource the Academy provides through its digital library and to everyone who uses it – enrolled students, faculty, and any other user the Academy registers. They cover access from campus and from anywhere else, since most use now happens off-site.

The library does not sit on its own. It works alongside the Academy's IT Policy, Data Protection Policy and academic integrity rules, and where a question touches one of those, this policy should be read together with it.

3. A Few Terms

Term	What it means
Digital library	The Academy's collection of online resources and the systems that deliver them.
Resource	Any item in the collection – an e-book, journal article, database, dataset or piece of multimedia.
Licensed content	Material the Academy provides under an agreement with a publisher or vendor, on set terms.
User	Anyone authorised to use the library, whatever their role.
Open access	Content freely available to read and reuse, often under a Creative Commons licence.
Repository	The Academy's store of its own scholarly output, such as theses and papers.

4. Access and Availability

Every enrolled student and member of faculty has full access to the digital library: e-books, journals, multimedia and online databases alike. Resources are reached through the Moodle learning management system and the Academy's approved cloud repositories, and they are available 24 hours a day, every day – the library does not keep office hours.

Access is built to be inclusive. The platforms support assistive technologies so that users with disabilities can work with the collection on equal terms, and where a resource is not accessible, the library will try to source an alternative format on request.

5. Logging In and Working Off-Campus

Users reach the library with their EAAS credentials, the same single account used across the Academy's systems. Off-campus access works the same way as on-campus, so there is rarely anything extra to set up; if a particular database asks for separate sign-in, the library's guides explain how.

Those credentials are personal. They must never be shared, and they must not be used to let someone outside the Academy reach licensed content – doing so breaches both this policy and the agreements that make the content available in the first place.

6. How Resources May Be Used

The collection is for academic and research use. Within that, users are free to read, download for personal study, and quote with proper attribution. What is not allowed is treating licensed material as if it were one's own to give away:

- redistributing, republishing or posting content where others outside the Academy can take it;
- using it for any commercial purpose without authorisation;
- systematic or bulk downloading – grabbing whole journals or running scripts to harvest content – which almost always breaches the licence and can get the Academy's whole institution **cut off** by the publisher; and
- stripping out or altering copyright notices.

If you are unsure whether a particular use is allowed, ask the library before you act. A quick question is cheaper than a suspended subscription.

7. Copyright and Fair Use

Everything in the library is protected by copyright, and users are expected to respect it under Maltese and EU law. The law allows reasonable use for private study, research, criticism and teaching, and most ordinary academic use falls comfortably within that. It does not stretch to copying substantial portions for distribution or to circulating material to people who are not entitled to it. Each publisher's specific terms sit on top of the law, and where they are stricter, they apply.

8. Academic Integrity

Using the library well and studying honestly go hand in hand. Sources must be cited properly, in line with the Academy's academic integrity rules, so that others' ideas are credited and your own work stands clearly apart. Plagiarism is not tolerated, and the Academy may use Turnitin or

similar tools to check that submitted work is original. The library runs sessions on referencing and good research practice for anyone who wants to be on firmer ground.

9. Open Access and the Repository

Alongside subscribed content, the library points users to open-access journals and books that are free to read and, often, to reuse. The Academy also maintains a repository of its own scholarly output. Where required, students depositing a thesis and staff depositing research place a copy here, so that the Academy's work is preserved and, where appropriate, shared. The library can advise on what may be deposited and on any embargo a publisher requires.

10. Accessibility and Inclusion

The library aims to work for everyone. Resources are chosen and configured with accessibility in mind, screen readers and other assistive tools are supported, and a user who meets a barrier should tell the library, which will look for an alternative format or another way through. Accessibility is treated as part of the service, not an afterthought to it.

11. Privacy and Security

Using the library generates data – what you search for, what you open – and that information is protected under the GDPR and the Academy's Data Protection Policy. It is used to run and improve the service and to keep it secure, not to judge anyone's reading. Some resources are delivered by external vendors who process limited data under their own terms; the library favours suppliers whose practices meet our standards.

On the user's side, the rule is simple: keep your credentials confidential, and report anything that looks like a security problem. The Academy monitors usage to uphold these regulations and to protect the systems, and does so proportionately and lawfully.

12. What You Need, and Where to Get Help

To use the library comfortably you need a reasonably current device and a stable internet connection. The list of supported browsers and technical specifications lives in the Academy's IT Policy, which the library follows rather than duplicates. When something doesn't work – a login that fails, a download that won't open – the IT Helpdesk is the place to go, and the library itself is there for help with finding and using resources.

13. Training and Research Support

Knowing a resource exists is not the same as knowing how to use it, so the library provides tutorials, guides and workshops to help users get the most from the collection and from research tools generally. Beyond the scheduled sessions, support is available by email, by video consultation, or through LMS messaging, whether the question is how to find a dataset or how to structure a literature search.

14. Who Is Responsible

Role	Responsibility
Academic Office / Library	Builds and manages the collection, negotiates licences, supports users and enforces these regulations.
IT administration	Keeps the platforms and access working and secure, and runs the Helpdesk.
Faculty	Point students to the right resources and model good, lawful use.
Users	Use the collection within these rules, protect their credentials, and ask when unsure.

15. Compliance and Enforcement

These regulations apply to all users and are enforced by the Academic Office together with IT administration. A breach – sharing credentials, mass-downloading, misusing licensed content – may lead to disciplinary action under the Academy's code of conduct and, where a publisher's agreement has been broken, to loss of access for the individual concerned. Because some breaches can suspend access for the entire institution, the Academy treats them seriously, and asks every user to do the same.

16. Review and Updates

The library and its regulations are reviewed at least once a year, so that the collection keeps pace with what programmes need and the rules keep pace with technology and the law. When changes are made, they are approved through the proper channels and communicated to users through official EAAS channels.

Appendix A – What's in the Collection

An indicative guide to the resource types the digital library provides. The live list is maintained by the library and grows over time.

Resource type	Includes
E-books	Textbooks and scholarly monographs across the Academy's subject areas.
Journals	Peer-reviewed academic journals, current and archival.
Databases	Subject and abstracting databases for literature searching.
Multimedia	Video, audio and other learning media.
Open access	Freely available journals, books and educational resources.
Repository	EAAS theses, dissertations and research output.

Appendix B – Getting Access in Three Steps

A short orientation for new users.

Step	What to do
1	Log in to Moodle with your EAAS credentials – the same account you use elsewhere.
2	Open the Digital Library area; from there you can search e-books, journals and databases.
3	Working off-campus? It works the same way. If a database asks for separate sign-in, follow the library's guide or ask the Helpdesk.

Appendix C – Useful Contacts

Contact	Details
EAAS	113 Mindo, Triq L-Imdina, Qormi, QRM 9016, Malta · +356 21688898 · info@eaas.mt
Digital Library	[library@eaas.mt · research support by email, video or LMS message
IT Helpdesk	admin@eaas.mt – for access and technical issues
Data Protection Officer	dpo@eaas.mt – for questions about your data

This is an internal policy of the European Academy of Advanced Studies. It should be read together with the Academy's IT Policy, Data Protection Policy and academic integrity regulations.