STEP-BY-STEP:

LOCATING LICENSE INFORMATION FOR SCHOLARLY AND TRADE ARTICLES

Use this document to understand and locate license information for the library’s subscription e-journals and article databases. You must check each license’s terms of use before content is linked to or uploaded in your course’s learning management system. It is recommended that you re-check this information every semester before using library licensed resources.

LOCATE ARTICLE LICENSE INFORMATION ........................................................................... 2

*If you are looking for library e-book terms of use, the information may appear in the catalogue record as explained in this guide for scholarly journals and trade magazines. If the e-book license information does not appear in the catalogue record, send an email to bronfref@yorku.ca.
LOCATE ARTICLE LICENSE INFORMATION

Learn how to locate and understand library license usage permissions for articles in a journal or trade magazine.

1 Start at the York University Libraries homepage. In the search box, enter the title of the journal or magazine that the article appears in. Select Periodical Title Search and click Find.
   - **Tip 1:** For more information on locating articles in the library’s databases see the Step-by-Step: Finding an Article from a Citation (PDF).
   - **Tip 2:** If you are using a Harvard Business Review (HBR) article be aware that the license permissions for this journal do not allow linking and uploading. See the Step-by-Step: Harvard Business Review to learn how to make HBR articles accessible for students.

2 Locate the journal or magazine in the results list. Click the title of the record to view the complete record for the journal or magazine.
3 Scroll down the record to see the **library license terms** for the journal or magazine. The library may have multiple subscriptions to the same journal or magazine. Each subscription will have different license terms.

4 Each subscription includes permission information on the following six uses:

- **E-Reserves** – can articles be uploaded to the library’s reserve system?
- **CMS** – can articles be uploaded to a learning management system? (i.e. Canvas, Moodle)
- **Course Packs** – can articles be published in a course kit?
- **Link** – can persistent links to articles be posted in a course’s LMS?
- **ILL** – can articles be shared via inter-library loan?
- **Print** – can articles be printed?

Each type of use will have a colour-coded button beside it. There are three potential options:

- **Yes** – this use is allowed
- **No** – this use is not permitted
- **Ask** – contact a business librarian to confirm usage by sending an email to bronfref@yorku.ca
Click the **Green, Red, or Yellow Use Buttons** for a more detailed explanation of the terms of use for the journal or magazine.

The library recommends that you provide students with access to library-licensed articles by posting persistent links (permalink) rather than posting PDFs in your course’s LMS. This will ensure students can access the articles on and off-campus. To do this, find a subscription that covers the year the article was published and has the appropriate license for linking.

- **Tip:** The library has a number of guides on creating permalinks to articles. Consult them for more information:
  - Step-by-Step: Create Permalinks for Articles in ProQuest & EBSCOhost databases & Step-By-Step: Locate News Articles in Factiva and Create Permalinks (PDFs)
  - Linking to Library eResources for Business (online guide)