INFORMS PubsOnLine Guidelines for Institutional Access

The following guidelines provide institutional subscribers with a set of simple, fair rules governing rights and limitations for Internet access of online versions of INFORMS journals by Authorized Users. These guidelines supersede any prior understanding between INFORMS and the institutional subscriber regarding user access to INFORMS journals.

Access to INFORMS journals is granted for all Authorized Users on the following conditions:

- INFORMS acceptance of the institutional subscriber’s completed order; and
- Receipt of the required subscription fee(s).

"Authorized Users" are authenticated, authorized current full and part time students, employees (including faculty, staff, affiliated researchers and independent contractors), and other individuals who have permission to use the public computers on an institutional subscriber's geographically constrained site. A "site" is an organizational unit, and may be academic or nonacademic. For organizations located in more than one city, each city office is considered a different site. For organizations within the same city that are administered independently, each office is considered a different site.

Institutions using a single IP address (range) to access subscriptions and/or centrally administering their library resources for multiple campus (physical) locations are required to notify INFORMS when subscribing to electronic journal content. Such Institutions may be required to pay multi-site access fees and/or subscription surcharges based on their number of campus sites and FTEs (subscriber base) at each location.

In consideration of the payment of the appropriate subscription fee, the institutional subscriber and INFORMS agree to adhere to the following guidelines:

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[http://www.cni.org/docs/infopols/CONTU.html](http://www.cni.org/docs/infopols/CONTU.html)

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a) The institutional subscriber is responsible for creating and maintaining reasonable security measures, and posting policies consistent with the rights and restrictions described in these guidelines to ensure that only Authorized Users can access journals. The institutional subscriber is prohibited from making agreements for access to the Journals with individuals, organizations, vendors, affiliates, or partners, which are not parts of the same institution purchasing this subscription. The institutional subscriber affirms that all IP addresses in the range listed for authorization are specifically controlled by the institution for workstations under its administrative control and for the use of individuals who meet the Authorized User definition above. The institutional subscriber is responsible for maintaining the list of IP addresses of all Authorized Users.

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