

HEC NATIONAL DIGITAL LIBRARY PROGRAM (NDLP) – POLICY (2020)

1. HEC National Digital Library Program (NDLP) provides researchers within public and private universities/institutions and non-profit research & development organizations in Pakistan with access to international scholarly literature. It provides access to high quality, peer-reviewed journals, databases, articles and e-Books across a wide range of disciplines.

2. **Types of E Resources:** The e-resources under Digital Library are categorized as follow:

- a) *Basic Resources:* Based on the licenses acquired from the publisher/ service providers (e.g., Ovid, Wiley), these resources are extended countrywide to the universities, colleges, R&D organizations and other public and private sector institutions.
- b) *Premium Resources:* Due to the limited number of licenses acquired, these are expensive resources access for which is given to limited public and private sector universities based on demand and availability of licenses e.g., IEEE, Science Direct.

3. **Procedure for Subscribing for e-Resources:** HEC acquires licenses of digital resources from the publishers/Service Providers having licensing and copyrights, as per following procedure:

- i. Publishers engage with HEC providing detailed information about the resource, price quotations and terms of license agreements
- ii. HEC may seek the resource on trial basis (free of cost) which may be offered to relevant Universities/ institutions in order to conduct need assessment.
- iii. The following factors are considered when acquiring e-resources from publishers:
 - Subscription requests/ demand of the Universities / institutions / availability of licenses
 - Usage and contents of the e-resources
 - Terms of licenses and cost
 - Financial resources available to HEC
- iv. HEC will enter into a licensing agreement with the publisher/Service Provider, if the resource is approved based on the recommendations of the Digital Library Technical Assistance Committee (DL-TAC).
- v. The institutions interested in getting the access to e-resources will apply on a prescribed registration form and submit the duly filled application form to the Dealing Officer of HEC Digital Library. The institutions will also provide a static IP address to access the e-resource.
- vi. All institutions must agree to the Terms and Conditions for access to the resources available through the digital library and will sign a formal agreement for the purpose.

4. **Eligible Institutions to Subscribe for E-Resources**

- i. The following categories of institutions are eligible to subscribe for e resources:
 - Public and Private sector Universities/ Degree-Awarding Institutions recognized by HEC

- Public sector or Non Profit Institutions/ R&D organizations with academic/research and/or training mandate
- Any Other Government organizations, Indigenous Non-governmental Organizations (NGO's) and Civil Society Organizations (CSO's); or that may be allowed to subscribe for e-resources upon recommendations of the DL-TAC.

ii. The following institutions will NOT be considered eligible for access to the Digital Library:

- Universities/ DAIs not recognized/ blacklisted by the HEC

5. Applicable Charges

- HEC will pay the fee/ cost of each digital resource to the publisher as per agreed terms and conditions of licenses. Institutions subscribing the e-resources are required to pay applicable token charges/subscription fee to HEC as per HEC payment terms.
- HEC may revise the applicable token charges/fees from time to time upon recommendation of the DL-TAC.
- The following fee/charges are applicable to be paid to HEC by the institutions for digital resources:

Applicable Fee from Jan 1 st , 2020 to Dec 31 st , 2020			
S#	Institution Type	Basic Resources	Premium Resources
i	Public Sector Universities/Institutions/ Organizations	Token Charges of Rs.100,000/- per annum	Token Charges of Rs.100,000/- for each subscribed resource per annum
ii	Eligible Non profit private sector Universities (notified as W category)	Token Charges of Rs.500,000/- per annum	50% cost of each resource per annum
iii	Other Private Sector Universities/ Institutions/Organizations	Token Charges of Rs.500,000/- per annum	100% cost of each resource per annum
Applicable Fee effective from Jan 1 st , 2021			
S#	Institution Type	Basic Resources	Premium Resources
i	Public Sector Universities/Institutions/ Organizations	Token Charges of Rs.100,000/- per annum	25% cost of each subscribed resource per annum
ii	Eligible Non profit private sector Universities (notified as W category)	Token Charges of Rs.500,000/- per annum	50% cost of each subscribed resource per annum
iii	Other Private Sector Universities/Institutions/Organizations	Token Charges of Rs.500,000/- per annum	100% cost of each subscribed resource per annum