

STN[®] Information
Keep & Share Program:
User Guide for Archiving
and Redistributing
STN Search Results



OVERVIEW OF THE STN INFORMATION KEEP & SHARE PROGRAM

THE BASICS

The STN Information Keep & Share ProgramSM is designed to provide users with the ability to easily share and re-use STN[®] search results with colleagues throughout their organizations. The program provides the ability to license rights to:

- Store (archive) STN search results for future electronic access by you and others within your organization
- Share (redistribute) electronic or paper copies of STN search results with others within your organization

BENEFITS

The STN Information Keep & Share Program is:

- Efficient – license archiving and redistribution rights from multiple STN database producers in minutes
- Easy to use - simple licensing procedure applies to most STN databases
- Convenient - purchase license rights while searching, or after the fact
- Proof of compliance – your use of the STN Information Keep & Share program documents your compliance with STN database license terms

COSTS FOR ARCHIVING AND REDISTRIBUTING SEARCH RESULTS

Archiving and redistribution costs per record vary per database. Enter HELP COST in the database of interest to see current pricing. In general, costs incurred for archiving and redistribution are covered under the STN Fixed Fee Plan, depending on what resources your organization has licensed.

The cost to purchase the archival or redistribution rights for STN search results is a flat surcharge per record. This cost is calculated by taking the fee for the ALL display format of the record times a pricing multiplier determined by the number of "copies" or "users" requested. The multiplier tables for the ARCHIVE and REDISTRIBUTE commands and keywords are listed below.

Archive		Redistribute	
Users	Multiplier	Users	Multiplier
1-25	.5	2-25	.5
26-200	2	26-200	2
201-500	5	201-500	5
501-1000	7	501-1000	7
1001+	9	1001+	9

Enter HELP COST within the desired database online to see a list of the per record ARCHIVE and REDISTRIBUTE surcharges for the database.

The charges for ARCHIVE and REDISTRIBUTE are rolled into the DISPLAY charges when you enter D COST online.

To view the detailed DISPLAY, ARCHIVE and REDISTRIBUTE charges, either enter DISPLAY COST BRIEF (detailed charges for the current file) or DISPLAY COST FULL (detailed charges for all files in your online session).

Make sure to check HELP USAGETERMS within databases of interest to determine whether there is a maximum time that you can archive records.

EXCLUDED FROM THE PROGRAM

The STN Information Keep and Share program does not cover:

- Distribution of search results outside of your organization, in most cases. Needs in this area should be discussed directly with the relevant database producers. See the Database Summary Sheets for database producer contact information
- The creation of derivative works from STN search results for resale or other commercial use. Contact the database producer(s) to make arrangements for these types of activities

IMPORTANT: Any use of STN data not permitted by the database producer as documented in HELP USAGETERMS, or via the STN Information Keep & Share Program, is prohibited without prior express information from the database producer.

KEY RESOURCES

In addition to this user guide, there are three key sources of information available to you to support archiving and/or redistributing STN search results.

- The [STN Information Keep & Share Program Terms and Conditions](#) provides complete information and should be reviewed to ensure understanding of your rights and responsibilities under the program. Access this document while searching on STN by entering HELP SHARETERMS at an arrow prompt (=>)
- Database-specific usage terms and conditions can be found by entering HELP USAGETERMS at an arrow prompt (=>) within the database of interest. Alternately, usage terms are also available at http://www.stn-international.com/sum_sheets.html by clicking on the database name of interest, and then on the **Usage Terms** heading.
- [CAS Information Use Policies](#), which can be accessed by entering HELP USAGETERMS in any of the CAS files. Review this information carefully, because CAS provides expanded archiving and redistribution rights and licenses for these activities are not always necessary

COMMON SCENARIOS

The following case studies are provided to help you understand when and how the STN Information Keep & Share Program applies, and when your intended use of the data extends beyond the scope of the program. Every situation is different – please do not hesitate to contact your Account Consultant or [local service center](#) if you have questions.

CASE STUDY #1 – REDISTRIBUTING SDI RESULTS

You are responsible for your company's monitoring of marketed pharmaceuticals, and need to be aware of any new publications which mention your products. To stay current, you are setting up an SDI in STN's PV (pharmacovigilance) cluster, which includes ADISNEWS, CAplusSM, EmbaseTM and MEDLINE[®]. You wish to license the right to send copies of your weekly SDI results to 12 members of your team. What actions do you take?

- 1) Make sure that all of your databases participate in the Keep and Share program.
- 2) See the [Databases Participating in the STN Information Keep & Share Program](#), and/or the [Databases NOT Participating in the STN Information Keep & Share Program](#). In this case, all of the databases participate in the STN Information Keep & Share program.
- 3) Check the Usage Terms for each database. Enter each database and enter HELP USAGETERMS at the arrow prompt (=>).
- 4) When setting up your SDI, purchase redistribution rights as part of your SDI set-up:

=> sdi package

ENTER MULTIFILE SDI TYPE (MFILE) OR END: mfile
MULTIFILE SDI GENERAL PARAMETERS

ENTER MULTIFILE SDI REQUEST NAME ('AA057/S'), OR END: diclofenac/s
ENTER TITLE (NONE): Diclofenac PV
ENTER COST CENTER (NONE) OR NONE: NONE
ENTER METHOD OF DELIVERY (EMAIL), ONLINE OR RSS: EMAIL
ENTER EMAIL ID: sharons@anycompany.com
<clip>
ARCHIVE ANSWERS? Y/(N):N
REDISTRIBUTE ANSWERS? Y/(N):Y
ENTER TOTAL NUMBER OF COPIES FOR REDISTRIBUTION (?):12
ENTER MAXIMUM NUMBER OF HITS TO BE DELIVERED PER FILE (100):100

You have purchased the rights to redistribute your SDI results to 12 members of your team. There is no need to keep track of how many records each database contributed to your weekly SDI delivery or to capture any other usage statistics.

NOTE: If you wish to have SDI results delivered directly from STN to each of your team members, enter their individual e-mail addresses in response to the ENTER EMAIL ID question. Answer NO in response to the REDISTRIBUTE ANSWERS question, because additional licensing is not then necessary. The REDISTRIBUTE option is usually cheaper.

CASE STUDY #2 – BUILDING AN INTERNAL DATABASE WITH CONTENT FROM STN

To provide a centralized source of information on an important competitive product, you have been asked to create a database for your company's intranet. The database will be available to everyone in your division, which is budgeted to have 90-100 staff. You have decided to use 45 COMPENDEX records, 60 INSPEC records and 100 CAplus records from a recent multifile search you did to create your database. What are your next steps?

- 1) Verify that the databases participate in Keep & Share by checking the [Databases Participating in the STN Information Keep & Share Program](#). All the databases participate in Keep & Share.
- 2) Check the Usage Terms for each database by entering each database and typing HELP USAGETERMS at the arrow prompt (=>). HELP USAGETERMS in CAplus refers you to the CAS Information Use Policies, which states:

“The building of searchable Project directories or Databases for use by individuals and Project teams is permitted. Each User is permitted to download and retain a maximum of 5,000 Records and a maximum of 5,000 Molfiles at any given time for personal use or to share within a Project team for the life of the Project. These Records and Molfiles may be obtained from more than one CAS product as long as the limit/User is not exceeded.”

No additional licensing for the CAplus content in this instance is necessary.

- 3) Enter the COMPENDEX and INSPEC databases sequentially to purchase archival rights for the records for your database:

=> FILE COMPENDEX

=> ARCHIVE

ENTER TOTAL NUMBER OF USER ACCESSES FOR ARCHIVING (?): 100

ENTER TOTAL NUMBER OF ANSWERS TO BE ARCHIVED (?): 45

45 RECORDS ARCHIVED FOR ACCESS BY UP TO 100 USERS

=> FILE INSPEC

=> ARCHIVE

ENTER TOTAL NUMBER OF USER ACCESSES FOR ARCHIVING (?): 100

ENTER TOTAL NUMBER OF ANSWERS TO BE ARCHIVED (?): 60

60 RECORDS ARCHIVED FOR ACCESS BY UP TO 100 USERS

Note that while this example shows the purchase of archive rights after your original search was done, it is possible to purchase archive and redistribution rights while you are searching.

CASE STUDY #3 – CREATING AN INTERNAL NEWSLETTER AND AN ABSTRACT JOURNAL

To increase awareness of your company's new breakthrough product, you wish to:

- 1) Create a monthly internal newsletter with STN search results from multiple databases, and
- 2) Create a journal of abstracts for key opinion leaders in your company's field.

For the internal newsletter:

- 1) Verify that the databases from which you gathered search results are participants in the STN Information Keep & Share Program.
- 2) For each database, confirm that HELP USAGETERMS allows redistribution.

Creating an abstract journal for distribution to opinion leaders in your field is outside the bounds of the STN Information Keep & Share program, since the program only covers internal sharing of STN database records. Contact the database producer(s) to discuss arrangements for external redistribution.

CASE STUDY #4 – COMMERCIAL PUBLICATION OF STN SEARCH RESULTS IN A BIBLIOGRAPHY

You are a researcher who has been collecting abstracts on a promising anticancer drug from a number of STN databases over the past several years. You now wish to publish a bibliography of those abstracts with a commercial publisher, but want to know if this can be done under the STN Information Keep & Share Program.

This project is not allowed under the STN Information Keep & Share Program for a number of reasons:

- 1) It is a derivative work.
- 2) The work is commercial – it would be for sale to others.
- 3) The audience for the work includes people outside of your organization.

You would need to pursue licenses with each of the database producers whose records would be included in your work.

CASE STUDY #5 – SHARING STN® ANAVIST™ PROJECTS

You have created an STN AnaVist project based on a CPlus search that you would like to share with colleagues on a project team in your organization for the foreseeable future. Do you have to take out a redistribution license for the data in the AnaVist project?

STN AnaVist projects are not covered under the STN Information Keep & Share Program. AnaVist users can simply share copies of projects with others within their organizations at no cost, but users will need an STN LoginID or an [STN LoginID for Shared Projects](#) in order to access their project copies. The original project copy and any shared project copies are subject to modest Saved Visualization Project fees 31 days after initial receipt, and every 31 days thereafter. There is no limit on how long you can keep an STN AnaVist project.

CASE STUDY #6 – LICENSING THE RIGHT TO ARCHIVE AND REDISTRIBUTE RECORDS RETRIEVED FROM THE NEW STN PLATFORM

The new STN platform does not yet provide customers with the capability to purchase archiving and/or redistribution rights based on searches done within that platform. Customers wishing to purchase these rights can use the classic STN platform to purchase these rights. Enter the database of interest, and then type in the command ARCHIVE or REDISTRIBUTE at the arrow prompt. You will then be asked how many records would like to archive or redistribute. Your usage will be reflected on your STN invoice.

CASE STUDY #7 – USE OF ARCHIVE AND REDISTRIBUTE BY STN FIXED FEE AND GLOBAL VALUE PRICING CUSTOMERS

Your organization licenses STN access under an STN Fixed Fee Plan or [Global Value Pricing](#). Your needs include the ability to ARCHIVE and REDISTRIBUTE records from some of your STN searches. Do the terms of your agreement allow you to ARCHIVE and REDISTRIBUTE records?

Customers with STN Fixed Fee and Global Value Pricing plans are encouraged to ARCHIVE and REDISTRIBUTE records as these uses are included in the plan, but must accurately report this usage via the ARCHIVE and REDISTRIBUTE commands in an STN session. This ensures that you have documentation of your licensing and that royalties are properly allocated to database producers.

Exception: Customers with a CAS Data Reuse Agreement are not required to report ARCHIVE and REDISTRIBUTE usage, but only for CAS files. Contact your Account Consultant or local service center for details.

DATABASES PARTICIPATING IN THE STN INFORMATION KEEP & SHARE PROGRAM

The following databases currently participate in the STN Information Keep & Share Program.

Click the **database name** to view the STN database summary sheet. Click **View** in the Usage Terms column to see database-specific usage guidelines.

Database Name	Usage Terms	Archive	Redistribute
ADISINSIGHT	View	Yes	Yes
ADISNEWS	View	Yes	Yes
AEROSPACE	View	Yes	Yes
AGRICOLA	View	Yes	Yes
APOLLIT	View	Yes	Yes
AUPATFULL	View	Yes	Yes
BIOSIS	View	Yes	Yes
BIOTECHABS	View	Yes; 1 Year	Yes
BIOTECHDS	View	Yes; 1 Year	Yes
CA***	View	Yes	Yes
CABA	View	Yes	Yes
CANPATFULL	View	Yes	Yes
CAPLUS***	View	Yes	Yes
CASREACT*,***	View	Yes	Yes
CBNB	View	Yes	Yes
CEABA	View	Yes	Yes
CHEMCATS***	View	Yes	Yes
CHEMLIST***	View	Yes	Yes
CIN***	View	Yes	Yes
CNFULL	View	Yes	Yes
COMPENDEX	View	Yes	Yes
COMPUSCIENCE	View	Yes	Yes
CROPB	View	Yes; 1 Year	Yes
CROPR	View	Yes, 1 Year	Yes
CROPU	View	Yes; 1 Year	Yes
DDFU	View	Yes; 1 Year	Yes
DGENE	View	Yes; 1 Year	Yes

DEFULL	View	Yes	Yes
DISSABS	View	Yes; 1 Year	Yes
DJSMDS	View	Yes; 1 Year	Yes
DJSMONLINE	View	Yes; 1 Year	Yes
DKF	View	Yes	Yes
DPCI	View	Yes; 1 Year	Yes
DRUGB	View	Yes; 1 Year	Yes
DRUGU	View	Yes; 1 Year	Yes
EMBASE	View	Yes	Yes
ENCOMPLIT	View	Yes	Yes
ENCOMPLIT2	View	Yes	Yes
ENCOMPPAT	View	Yes	Yes
ENCOMPPAT2	View	Yes	Yes
ENERGY	View	Yes	Yes
EPFULL	View	Yes	Yes
FRANCEPAT	View	Yes	Yes
FRFULL	View	Yes	Yes
FSTA	View	Yes; 1 Year 10,000 max	Yes
GBFULL	View	Yes	Yes
GENBANK	View	Yes	Yes
GEOREF	View	Yes	Yes
HCA***	View	Yes	Yes
HCAPLUS***	View	Yes	Yes
HCHEMLIST***	View	Yes	Yes
HCIN***	View	Yes	Yes
ICSD	View	Yes	Yes
IFIAL	View	Yes	Yes
IFICLS	View	Yes	Yes
IFIREF	View	Yes	Yes
IMSRESEARCH	View	Yes	Yes
INFULL	View	Yes	Yes

Database Name	Usage Terms	Archive	Redistribute
INPADOCDB	View	Yes	Yes
INPAFAMDB	View	Yes	Yes
INSPEC	View	Yes	Yes
INSPHYS	View	Yes	Yes
IPA	View	Yes	Yes
JAPIO	View	Yes	Yes
JPFULL	View	Yes	Yes
KOREAPAT**	View	Yes	Yes
LCA**	View	Yes	Yes
LCASREACT**	View	Yes	Yes
LDPCI**	View	Yes; 1 Year	Yes
LDRUG**	View	Yes; 1 Year	Yes
LEMBASE**	View	Yes	Yes
LINPADOCDB**	View	Yes	Yes
LINPAFAMDB**	View	Yes	Yes
LINSPEC**	View	Yes	Yes
LITALERT	View	Yes	Yes
LMARPAT**	View	Yes	Yes
LMEDLINE**	View	Yes	Yes
LPATDPA**	View	Yes	Yes
LREGISTRY*,**,***	View	Yes	Yes
LWPI**	View	Yes; 1 Year	Yes
MARPAT*,***	View	Yes	Yes
MEDLINE	View	Yes	Yes
METADEX	View	Yes	Yes
MSDS-OHS	View	Yes	Yes
NTIS	View	Yes	Yes
PATDD	View	Yes	Yes
PATDPA	View	Yes	Yes
PATDPAFULL	View	Yes	Yes
PATDPASPC	View	Yes	Yes
PCTFULL	View	Yes	Yes
PCTGEN	View	Yes	Yes

Database Name	Usage Terms	Archive	Redistribute
PIRA	View	Yes	Yes
PQSCITECH	View	Yes	Yes
PS	View	Yes	Yes
RAPRA	View	Yes	Yes
RDISCLOSURE	View	Yes	Yes
REGISTRY*,***	View	Yes	Yes
RTECS	View	Yes	Yes
RUSSIAPAT	View	Yes	Yes
SCISEARCH	View	Yes	Yes
STNGUIDE	View	Yes	Yes
TEMA	View	Yes	Yes
TRIBO	View	Yes	Yes
TULSA	View	Yes	Yes
TULSA2	View	Yes	Yes
USGENE	View	Yes	Yes
USPAT2	View	Yes	Yes
USPATFULL	View	Yes	Yes
USPATOLD	View	Yes	Yes
VETB	View	Yes; 1 Year	Yes
VETU	View	Yes; 1 Year	Yes
WELDASEARCH	View	Yes	Yes
WPIDS	View	Yes; 1 Year	Yes
WPINDEX	View	Yes; 1 Year	Yes
WPIX	View	Yes; 1 Year	Yes
WSCA	View	Yes	Yes
ZCA***	View	Yes	Yes
ZCAPLUS***	View	Yes	Yes
ZREGISTRY*,***	View	Yes	Yes
* Does not include permission to ARCHIVE and/or REDISTRIBUTE structure connection tables.			
** For practice and teaching purposes; no additional charge for ARCHIVE or REDISTRIBUTE of records.			
*** ARCHIVE purchase required only if your worldwide organization exceeds archive of more than 50,000 CAS records in one calendar year; REDISTRIBUTE purchase required only if you redistribute search results to more than 50 users in your work group and/or more than 5 users outside your work group in your worldwide organization; see HELP USAGETERMS online or CAS Information Use Policies for details.			

DATABASES NOT PARTICIPATING IN THE STN INFORMATION KEEP & SHARE PROGRAM

The following databases DO NOT currently participate in the STN Information Keep & Share Program. Contact the database producer for permission to archive and/or redistribute search results from these databases.

Click on the **database name** to view the STN database summary sheet. Click on **View** in the Usage Terms column to see database-specific usage guidelines.

Database Name	Usage Terms	Archive	Redistribute
1MOBILITY	View	No	No
2MOBILITY	View	No	No
ADISCTI	View	No	No
ANABSTR	View	No	No
BIOTECHNO	View	No	No
CSNB	View	No	No
ESBIOBASE	View	No	No
INFODATA	View	No	No
KOSMET	View	No	No
NAPRALERT	View	No	No
ReaxysFile	View	No	No
TOXCENTER*	View	No	No

* TOXCENTER consists of records from BIOSIS, CAplus, IPA and MEDLINE (including some NLM-produced files). If you wish to archive and or redistribute TOXCENTER results, determine which records in your answer set come from these databases, and license them directly from the appropriate database.

STN INFORMATION KEEP & SHARE PROGRAM TERMS AND CONDITIONS

The following terms and conditions for archiving and redistributing search results will govern the use of the STN Information Keep & Share Program. These terms and conditions, which are meant to be read as a complete set and not taken out of context, explain how customers may purchase additional permissions for use of data obtained via STN beyond what is referenced in the [CAS Information Use Policies](#) and the HELP USAGETERMS restrictions which apply to particular databases. Any other use of such data without the prior express written consent of the database producer is strictly prohibited.

1. A single, individual user may copy and use information from STN and keep it indefinitely for his or her own individual use.
2. The ARCHIVE command or keyword allows users to purchase the permission required to store the information indefinitely within their organization for purposes of electronic access by a specified number of individuals employed by the organization (worldwide company or legal entity, including divisions, branches, subsidiaries, and affiliates, whether partially or wholly owned), or by consultants or contract research organizations, but only for the specific purpose for which the data rights were purchased. Each of the specified users as allowed by the database producer, is authorized to make one copy of the record for his or her own use. Authorized archiving of stored data does not include any subsequent copying of said data within the organization. Redistribution of archived data to users other than authorized archival users must be reported through STN's REDISTRIBUTE command.
3. The REDISTRIBUTE command or keyword allows users to purchase the permission required to redistribute a specified number of copies of data obtained via STN within their organization. Users may also send the data to those under contract to user's organization, such as consultants or contract research organizations, but only for the specific purpose for which the data was purchased. Authorized redistribution applies to machine-readable or paper copies. Any electronic storage should be temporary and only as needed as a means of redistribution (including making paper copies).
4. It is recommended that for both archiving and redistributing data the user have the capability of limiting archival access and redistribution to only the number of users for which the archival and redistribution rights were purchased.
5. Authorized redistribution and archiving does not include the creation of a derivative work for resale or other commercial use.
6. The extraction and manipulation of data (data mining) or the execution of data mining software programs on archived or redistributed data may not be permitted by all participating data owners or database producers. Users are directed to HELP USAGETERMS available online on STN for complete information on such authorized uses.

7. Information Brokers may make and provide one copy of data obtained from STN to a single customer outside the Information Broker's organization, provided the Information Broker does not remove any existing copyright notice(s) on the data. The customers of Information Brokers may archive or redistribute such data within their organization as long as the appropriate fees are paid to STN by either the Information Broker or the Information Broker's customer.
8. Customers may access current pricing information for the STN Information Keep & Share Program by referring to HELP COST within the database of interest or by contacting STN's local service center and customer support operations:

CAS Customer Center (serving all areas other than Europe and Japan):

Hours:	8 a.m. – 6 p.m. Eastern Time (Monday-Friday)
Phone:	800-753-4227 (North America) Option 2: General information or account-related questions Option 3: Assistance with search strategies, database content or using a product Option 4: Technical assistance with software setup, installation and configuration +1 614-447-3700 (outside North America)
Fax:	614-447-3751
E-mail:	help@cas.org
Internet:	www.cas.org

In Europe - FIZ Karlsruhe:

Hours:	8 a.m. – 6 p.m. Central European Time (Monday-Friday)
Phone:	+49 7247-808-555
Fax:	+49 7247-808-259
E-mail:	helpdesk@fiz-karlsruhe.de
Internet:	www.stn-international.com

In Japan - JAICI (Japan Association for International Chemical Information):

Hours:	9 a.m. – 5:30 p.m. Standard Time (Monday-Friday)
Phone:	+81 3-5978-3601 (Technical Service) +81 3-5978-3621 (Customer Service)
Fax:	+81 3-5978-4090
E-mail:	www.jaici.or.jp/inquiry.html (Customer and Technical Service)
Internet:	www.jaici.or.jp

9. Information from STN databases is delivered to users as intellectual property, copyrighted by the data owners and/or database producers and subject to the provisions of copyright laws and international copyright conventions and treaties.
10. These terms and conditions apply to all formats/media of distribution (i.e., printed, electronic), are subject to change from time to time at the discretion of CAS, and such changes will be effective immediately upon notice or publication of changes on behalf of STN.