Memorandum of Understanding between	_ and the University of Michigan Libraries for
acquisition and use of CoreLogic Data	(library-licensed content files)

This Memorandum of Understanding (MOU) documents the terms of use for the digital content files provided to \_\_\_\_\_\_by the University of Michigan Libraries.

### **Background**

These digital content files are copyrighted material licensed by the Libraries on behalf of the Regents of the University; use of the files must be in accordance with the terms of the signed license agreement between the University and CoreLogic Solutions, LLC ("CoreLogic"), the vendor of the files. This MOU spells out, in plain language, the requirements pertaining to use of the content. A copy of the full license agreement is available upon request.

# **Terms of Use**

You agree to:

- Use the digital content files solely for academic and policy related research in connection with the real estate or mortgage industry (the "Permitted Purpose"). You may also use the digital content files, alone or commingled with data and information you obtain from other sources, to create and publish reports, graphs, presentations, summaries, statements and/or other materials related to the Permitted Purpose ("Summary Materials"), provided that the Summary Materials may include only insubstantial portions of the data in the digital content files.
- o Properly attribute the source of the data as follows: Source: CoreLogic®

# **Additional Conditions of Use**

You agree:

- To communicate the conditions outlined in this MOU to any and all additional researchers, research
  assistants, and other involved personnel officially affiliated with the University of Michigan who will have
  access to the digital content files, to make sure they are aware of and agree to abide by these
  conditions
- Not to transmit any part of the digital content files being provided to you to any third party or non-UM affiliated collaborators. You may seek pre-approval for collaboration with non-UM affiliated researchers in writing by sending email to Catherine Morse (cmorse@umich.edu).
- To include an acknowledgement (in a foreword, introduction or footnote) in any publications based on research conducted with these digital content files that the files are licensed material obtained with the assistance of the University of Michigan Libraries
- That CoreLogic has provided the digital content files "as is," without any warranty of any kind, and that CoreLogic assumes no liability in connection therewith.

#### **Effective Dates**

This MOU is effective upon signature and remains in effect until amended as agreed upon by both Parties.

I have read, understand, and agree to abide by the terms outlined in this agreement.

## **Best Practices**

To ensure that you are conforming to the terms of use for these digital content files, when using them with computer hardware and software:

- Be mindful that different computer systems and applications provide different levels of protection for information, and seek advice on supplemental security measures, if necessary. For example, a mobile laptop provides inherently less protection than a desktop computer in a locked office. Therefore, the level of protection provided to information accessed or stored using a laptop should be supplemented by using additional safeguards such as enhancing physical security, restricting file permissions, etc.
- Maintain information in a secure manner to prevent access, viewing, or printing by unauthorized individuals.
- Secure unattended devices (e.g., logoff, lock, or otherwise make inaccessible), even if you will only be away from the computer or device for a moment.
- Store all data from these digital content files securely (e.g., on secure servers, in locked file cabinets, etc.).
- Securely dispose of all data from these digital content files on personal equipment (e.g., by shredding, disk wiping, physical destruction, etc.) after having completed your research or when you are no longer a current faculty, student or staff member of the University of Michigan.
- Do not copy and/or store data from these digital content files outside of University of Michigan institutional systems (e.g., on personally owned desktop computers, laptops, USB drives, etc.) except when absolutely necessary for the conduct of your research.
- Take appropriate steps to secure information (e.g., password protection, encryption, etc.) on mobile storage devices (e.g., laptops, USB drives, cell phones, etc.).
- Ensure, in the rare cases where data from these digital content files is temporarily used and stored outside of University of Michigan institutional equipment and storage mechanisms, that the data are appropriately saved and protected, especially when using mobile storage devices (e.g., laptops, cell phones, USB drives, CD-ROMs).
- Ensure, in the rare cases where it is necessary to email data from these digital content files, that the data are sent to the correct recipient and only via secure email methods.