

Institutional Subscription License Agreement

Proposed terms for institutional review

This proposed agreement is between the Publisher identified below and the subscribing institution ("Institution"). It becomes effective when both parties sign the completed order schedule. No subscription or payment obligation arises from downloading this template.

Brass Bulletin, published by Atelier Bim, Jérémie Mathez, a Swiss sole proprietorship
Rue de Granois 26, CH-1965 Savièse, Switzerland • Business ID CHE-236.897.240
<https://brass-bulletin.com> | info@brass-bulletin.com

1 Content and license

Publisher grants Institution and its Authorized Users a non-exclusive, non-transferable right to use the service during the agreed term. Access includes available historical articles restored as searchable web text, subscription magazine scans, newly restored articles and newly written editorial content from 2026 onward published during the term. Simultaneous use is unlimited. The February 2028 historical article digitization target is a plan, not a warranty that every item will be available; material delays will be disclosed. No perpetual platform access, ownership or complete archival copy is included. Covered campuses and affiliates are identified in the order.

2 Authorized users

Authorized Users are current students, faculty, staff and affiliated persons authorized by Institution for educational or research access. Walk-in users may use institution-controlled access while physically at its library. Alumni without a qualifying affiliation, commercial customers and public remote users are excluded unless expressly included in the order. Institution will reasonably inform users of these terms and cooperate on known misuse. It is responsible for its own breach, not automatically for an individual's conduct it neither authorized nor caused. It need not monitor individual reading activity.

3 Authentication and trial

Institution supplies its public IP ranges, including controlled proxy/VPN egress ranges. The parties verify compatibility and successful access before activation. Individual registration is not required; personal features remain optional. Open public proxies are prohibited. Institution promptly reports range changes. SAML, federated SSO and OpenAthens are not included. A trial, if agreed in writing, provides free campus-wide access for 30 days from verified activation, under these use and privacy terms. It creates no purchase obligation and does not automatically convert. Access expires unless a subscription or extension is separately agreed in writing. The paid term begins on confirmed paid activation after the signed order, not before access is available.

4 Permitted uses

Authorized Users may search, read, display, download, save and print individual articles or reasonable portions for personal study, teaching and noncommercial research, and quote with attribution. Institution may link from catalogs and learning systems. Reasonable portions may be used in course packs and secure electronic reserves without extra permission fees. Such access ends with the course or subscription, whichever is later, but no later than the end of the then-current academic term. Individual research copies lawfully saved during access, including a trial, may be retained for their permitted purpose. The library may supply an individual article or reasonable portion to another noncommercial library for a specific patron under applicable law, using controlled delivery, without replacing subscriptions or building a shared collection. Accessibility staff may make necessary adapted copies for eligible users under applicable law and secure handling. Statutory rights, including fair use or fair dealing, are preserved.

5 Restrictions and computational research

Except where permitted above, by law or written agreement, users must not systematically download or scrape the collection, bypass controls, share access with unauthorized persons, publicly redistribute substantial content, resell it or create a substitute publication or database. Attribution and copyright notices must remain. Ordinary accessibility tools are permitted. Noncommercial computational analysis is allowed within lawful access and copying rights, with secured content and outputs that do not expose substantial licensed text or replace the publication. Bulk retrieval requires a written scope, rate and security arrangement. Third-party AI or other uploads are prohibited if the service may retain, train on or redistribute content beyond these rights, unless permitted by law or Publisher. No bulk dataset or mining interface is promised.

6 Copyright and collection changes

Rights remain with Publisher and relevant rights holders. Publisher represents that it has the rights to grant this license. It may correct or remove material for legal, rights or accuracy reasons and will notify Institution of a material reduction. If that reduction materially impairs the subscription's value and no reasonable substitute is provided, Institution may terminate by written notice and receive a prorated refund of prepaid unused fees.

7 Term fees and renewal

The separate order records the chosen term, fixed total fee in CHF, billing instructions and any purchase order reference. There are no setup or additional access fees unless expressly agreed. Unless the order states otherwise, the full term is invoiced on paid activation. Payment is due within 30 days of a correct invoice, or Institution's mandatory period if different. Undisputed sums remain payable during a good-faith invoice dispute. Legally chargeable taxes must be itemized, with valid exemptions considered where applicable. No automatic late fees apply. Renewal requires written agreement; any proposed renewal price is supplied at least 60 days before expiry. Future list prices do not change the contracted fee.

8 Privacy and security

The parties comply with applicable privacy law. Publisher limits processing to access administration, security, support and necessary service operation; no student records or named user lists are required for IP access. Publisher will not sell personal data, use reading activity for advertising or surveillance products, or disclose identifiable reading histories except as legally required or to service providers under suitable restrictions. It will apply reasonable safeguards, restrict personnel access and retain data only for documented necessary periods or legal duties. Before activation it will supply a notice stating data categories, purposes, retention, provider categories, hosting/transfer locations and privacy contacts. Institutional reports will be aggregated; no COUNTER certification or specific reporting interface is promised. Publisher will notify Institution without undue delay of confirmed incidents affecting its users' data or access and cooperate on mitigation and required notices.

9 Service and accessibility

Publisher will use reasonable efforts to maintain access, provide advance notice of planned material maintenance where practicable and investigate failures promptly. No uninterrupted service or numerical uptime guarantee is given. A Publisher-side outage preventing material access for seven consecutive days entitles Institution to request an equal term extension; at 30 consecutive days it may terminate with a prorated refund of the unused prepaid term. Publisher discloses known accessibility barriers and will discuss feasible assistance. Historical scans and some content have limitations; web-text coverage varies. The preliminary assessment is not a WCAG or Section 508 warranty. Neither age nor restricted access is asserted as a legal exemption. Specific accessibility commitments require a signed addendum. February 2028 is not an archive-wide accessibility deadline. Applicable legal obligations remain.

10 Suspension and termination

For credible threats or serious misuse, Publisher may temporarily restrict affected access only as necessary, notify Institution promptly with sufficient detail, limit restrictions where practicable and restore access after resolution. One user's violation does not alone justify permanent campus-wide termination. Either party may terminate for material breach uncured 30 days after written notice; nonpayment remedies apply only to undisputed overdue sums after that period. Public institutions may terminate without penalty or future liability when funding legally cannot continue through non-appropriation or withdrawal. Access and further distribution end at expiry or termination, subject to Section 4 retention rights. Accrued obligations, copyright, retained-copy, privacy and dispute provisions survive as applicable. Publisher refunds unused prepaid fees within 30 days for its uncured breach, qualifying content reduction, prolonged outage or non-appropriation. Other termination gives no automatic refund; fees for unprovided future periods are not accelerated.

11 Public institutions and disputes

The parties first seek resolution through their contacts. This agreement chooses no governing law or court and requires no arbitration; otherwise applicable legal rules determine law and jurisdiction unless a lawful signed addendum states otherwise. Mandatory institutional law and venue provisions may be agreed before execution. Institution is not required to indemnify or defend Publisher, waive public or sovereign immunity, accept a foreign or out-of-state forum, keep terms or prices confidential, or undertake unlawful public-contract obligations. Mandatory public-records and disclosure duties are preserved.

12 Entire agreement and notices

The completed order, these terms and signed addenda form the agreement. Mandatory law prevails. A signed addendum prevails only for identified changes; the order controls commercial details. Website terms and unilateral updates cannot reduce agreed rights. Changes and assignments require written agreement, with assignment consent not unreasonably withheld and subject to law. Notices go to designated contacts and take effect on acknowledged receipt; unacknowledged email must be followed by tracked delivery. Electronic signatures and counterparts are permitted by law. Unenforceability of a provision does not invalidate the lawful remainder. English, French, German, Italian and Spanish versions are available; the order identifies the binding version or agreed priority if several are signed.

Order Schedule

Complete this separate schedule before signature. No prices are set by the public template. Enter agreed details or mark not applicable.

Institution. Legal name, postal address, covered campuses/affiliates and any additional eligible groups

Subscription. Selected term in months; total fee in CHF; billing schedule and PO reference

Dates. Confirmed paid start and expiry; optional free trial start and end; any written extension

Authentication. Approved public IP and proxy/VPN ranges; technical contact and email

Attachments. Dated accessibility assessment; privacy and hosting notice before activation; signed addenda, including any mandatory law/venue terms

Contacts. Institution contract and billing contacts; Publisher support and notices: info@brass-bulletin.com, at the address below

Language. Binding language/version and priority if several language versions are signed

Authorized signatures

For Brass Bulletin: Jérémie Mathez, proprietor of Atelier Bim

Signature: _____ Date: _____

For Institution: name and title _____

Signature: _____ Date: _____

Brass Bulletin, published by Atelier Bim, Jérémie Mathez, a Swiss sole proprietorship
Rue de Granois 26, CH-1965 Savièse, Switzerland • Business ID CHE-236.897.240
info@brass-bulletin.com