

Copyright Licensing Agency Higher Education Licence

Provision of Digital Copies – Information for Staff

The University subscribes to the [Copyright Licensing Agency Higher Education Licence](#) which permits certain published material, print and electronic, to be provided as digital copies.

Library Staff are designated as authorised to make digital copies available under the terms of the licence. As designated staff, they have the responsibility of ensuring that the material requested for digitisation complies with the terms of the licence including responsibility for the completion of the annual return of scanned items to the Copyright Licensing Agency (CLA). Designated staff can authorise other staff to undertake scanning.

The CLA have the right to audit Moodle to ensure that all digitised copies are legally compliant and match the University annual CLA return of digitised copies.

Staff wishing to provide digital copies of any published material for a specific course of study please contact the [Library](#) .

The digitised copy will be made available via an Aspire reading list.

What can be scanned?

UK Published Material

Printed and digital books, journals and magazines published in the UK may be provided under the licence as digital copies subject to not being listed in the [List of Excluded Works](#)

US Published Material

Printed books, journals and magazines published in the US maybe scanned subject to not being listed in the [List of Excluded US Publishers](#)



What can copies be made from?

- Only material owned by the University and which can be produced in the event of a CLA audit
- Copyright paid copies as requested from third party suppliers by the Library

How much can be copied?

- Periodicals - one copy of one article from any one issue of a journal
- A book - one chapter or 5% of a book whichever is the greater
- Conference proceedings – one conference paper from a set of proceedings
- A short story or poem from an anthology (not exceeding 10 pages)
- A whole report from a single case of a judicial proceedings Or 5% whatever is greater
- An image or diagram

What can copies not be made from?

- Inspection or proof copies of books
- Books or articles obtained on interlibrary loan
- Newspapers
- Items on the CLA excluded lists

Who can access the copies?

- Only students on the course that the digital copy was made for

How can copies be made available?

Digital copies will be added to an existing or new Aspire reading list for the relevant module by Library Staff. Students can access this from the Aspire Reading list block on their Moodle module.

All copies require the addition of a CLA copyright coversheet which will be dealt with by the Library.

Copies cannot be made freely available on the internet.

Further information on the CLA Licence is available from your Copyright Licensing Agency Co-ordinator

[Judith Moynagh, Associate Director Content and Systems, University Library](#)

