

## Scanning information for staff


### Scanning articles, images, diagrams to use in teaching

Scanning any material for the purposes of incorporation into Moodle, Power Point presentations or other teaching materials must either be covered by the Copyright Licensing Agency Licence, other University licence or be undertaken with specific permission from the rights holder.

Staff must keep a record of all permissions they have gained for any material copied which is not covered by the Copyright Licensing Agency or other licence agreement.

Each scanned item must be fully acknowledged and a clear statement provided appended to the scanned image that reproduction has been undertaken with the rightsholder's permission.

In addition staff must also submit details of these permissions to the Library Service for the purpose of maintaining a central record. The form below can be used for this purpose.

 [Form to record material not covered by CLA but where permission of rights holder have been gained.](#)

The form should be completed and sent to [this address](#).

Further information is available from:

[Library](#)

[Delta](#)