Scanning Information for Staff

Scanning under the Copyright Licensing Agency Licence for staff

The University subscribes to the Copyright Licensing Agency's Basic Photocopying and Scanning Licence which permits certain published material to be scanned and loaded onto Moodle, used in power points or other teaching materials.

Scanning under the Copyright Licensing Agency Licence Flow Chart
NOTE: wording on this flowchart has been reproduced, with permission, from Oxford Brookes University Library

Who can scan material?

Under the Copyright Licensing Agency Licence every member of staff can scan items which come under the terms of the licence and immediately load them on to Moodle or incorporate into other teaching materials, with appropriate acknowledgement.

However, the CLA does require the University to keep a record of all scanning that is done under the licence,to fully acknowledge the source and the class for which the scanning was undertaken. Please report details of the scanning you have undertaken to the Library Service using the form below.

Copy of Acknowledgement to append to material scanned under the CLA Licence and to record scanning under the licence

The form should be completed and sent to this address.

The CLA have the right to audit Moodle to ensure that all scanning is legally compliant and matches the scanning the University has declared.

Scanning can also be undertaken through the Library Scanning Service or Graphics and Printing.

Students cannot undertake any scanning under the licence.

What can be scanned?

UK Published Material

Printed books, journals and magazines published in the UK maybe scanned subject to not being listed in the List of Excluded Categories of Works or the Works excluded from Scanning under the HE Licence

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?

- Material owned by the University whether in the Library or within Schools or Departments
- Copyright cleared copies as requested through the HERON Service or from the British Library. See the Library Scanning Service

What can copies not be made from?

- Inspection or proof copies of books
- Books or articles obtained on interlibrary loan
- Electronic books and journal articles
- Newspapers

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

Who can access the copies?

- Only students on the course that the extracts were made for

How can copies be distributed?

Copies can only be made available behind a secure authentication system e.g. Moodle where users require to enter a user name and password.

Copies cannot be made freely available on the internet.

Staff who undertake scanning themselves can make the material available immediately ensuring that each scanned item carries the University acknowledgement form (below) with the required information completed. The form must be completed, scanned and included as a page in the article.

Copy of Acknowledgement to append to material scanned under the CLA Licence and to record scanning under the licence

Does my scanning need to be recorded?

The CLA require the University to keep records of all items scanned under the licence and submit these records to the CLA. There is provision in the licence for the CLA to audit Moodle to check if our declared scanning matches the material on Moodle.

Please send a copy of the acknowledgment sheet you are appending to the scanned item to the Library at this address.

This will be used for keeping a record of items scanned under the licence.

Further information on the CLA Licence is available from your CLA Scanning Co-ordinator Judith Moynagh, Associate Director Content and Systems, University Library