

### Scanning for Weblearn – a guide for academic staff

#### Introduction

The University has signed the Copyright Licensing Agency (CLA) Copying and Scanning Licence this year, giving us the right to scan documents and put them into Weblearn, **under certain conditions**. These strict legal requirements are outlined below.

It is your responsibility to ensure that the material available through your Weblearn module is legal. You can be prosecuted if it is not. As the university's named CLA contact is Helen Dalton, Learning Resources Manager at Calcutta House, Library Services is proposing the procedures outlined below. These will assist colleagues in academic departments in ensuring legal compliance and will enable us to compile the required annual report of scanned documents as accurately as possible.

#### Adding an item to Weblearn

The procedure below explains what you must do if you wish to make copyright material available for students on your module.

- 1) For each article or chapter of a book that you wish to add to Weblearn, you must complete a Scanning Request sheet – see 2<sup>nd</sup> document. This asks for full bibliographic details of the work and full details of the course.

**Please note:** the general provisions of the copyright law also apply to scanned documents. These are:

- not more than one chapter of a book or 5% of the total (whichever is greater) or not more than one article from a journal issue or 5% of the total (whichever is greater) can be copied/scanned from any work.
  - Only one extract from each work can be held for any one module. This means you cannot put more than one chapter of a book into a Weblearn module. You are NOT allowed to put one chapter in for the first 3 weeks and another for the next 3.
  - We are not covered for copying electronically available material into Weblearn, rather students should be referred to the electronic source.
- 2) Send the request to your academic liaison librarian, who will check the CLA website to see if the publisher is one whose work can be scanned. If it can be scanned the library will obtain a copy of the document, and will scan it to make a pdf, adding a cover sheet with bibliographic details, details of the module for which it can be used and a copyright statement.
  - 3) The library will email the completed pdf to you, and you are responsible for adding it to the correct Weblearn module. If you wish to use the same pdf for more than one module, you must complete a separate request form for each module, and the library will supply you with a pdf copy for each, with different coversheets.
  - 4) The library will keep a record of what has been scanned for your module, and this will be reported to the CLA every year.
  - 5) Please allow a minimum of 2 weeks for your request to be processed.

**Removing items from Weblearn**

Please note, you can only make documents available for the duration of the module instance. All module instances run until August 31 each year. Every scanned document that is made available has to be reported to the CLA every year it is used.

- 1) During the summer vacation the library will send you a list of all the copyright cleared documents you have in each module.
- 2) You must confirm to the library which documents you wish to make available for the following year before the module is migrated for the next academic year.
- 3) It is your responsibility to confirm the continued use to the library.
- 4) Any documents you do not intend to use **MUST** be removed.