Checklist: Administering your Licence

This document is intended for Licence Co-ordinators new to the role, and provides a year-long checklist of areas to consider

Is your institution ready?

- Have all staff received appropriate guidance to support their use of the Licence?
- Is a Notice for Display adjacent to all reprographic equipment?
- Is there a procedure or system to monitor copyright compliance?
- Do people know who to go to if they have a question?

Choosing what to scan

- Have you read over CLA's Good Practice Guide to coursepack creation?
- Are scans offered as a complement to any primary text(s) recommended to the students?
- Are you making the most of the permissions offered in the Licence?

Check if it can be copied*

- Does your institution own or subscribe to the original source publication?
- Have you checked if the material is included in the Licence via the Check Permissions tool?
- Is it practical to use digital first? (mandatory in the case of works identified as US on Check Permissions)
- Is the proposed extract within extent limits?

Making the copy*

- Have you included a Copyright Notice, detailing the CLA Permissions?
- Is the copy of a good quality: correctly orientated, no obstructions to the text, clear and readable?

Logging the Copy (digital copies only)*

A record of copying needs to be submitted to CLA each year (so we can fairly remunerate copyright owners)

- How is copying being captured? Centrally or devolved? At the end of each year or incrementally?
- How will course numbers be obtained?

Making the copy available*

- Is the copy held on a secure network accessible only within your institution?
- Is there a back-up copy? Is this also held on a secure network?
- If you are sharing copies with other institutions, are appropriate checks in place?

Towards the end of the year*

- Is the DCRF (or other means of reporting) ready for submission?
- Have items excluded throughout the year been identified for removal on 31st July?
- Is there a mechanism to ensure that student leavers can no longer access content?

At least every three years

- Is all the material still needed?
- Have reading lists changed?
- How are deletions being dealt with?

*It is possible to automate these processes using CLA's Digital Content Store (DCS), or other workflow tools. Contact CLA for more information.

This checklist is provided for guidance only. Please note that it does not substitute for the terms and conditions of the Licence, and that, in the event of a conflict between the two, the Licence prevails.