



Checklist: Making Digital Copies

This document is a checklist for staff members expected to make copies themselves, and as such is more suitable for institutions adopting a decentralised scanning system. If your institution uses a more centralised scanning system, or is using CLA's Digital Content Store (or a corresponding system provided by a third party that has signed our TPTP agreement), talk to your Licence Co-ordinator or Copyright Officer for more information.

- Licence Coverage** Have you used the Check Permissions tool? Is the material included for Scanning (digitising from print) or Digital (digital-to-digital) copying?

- Ownership** Have you checked that your institution owns or subscribes to the source material?

- E-first** Have you checked whether your institution subscribes to a digital version? If practical, you should use this instead of copying. If a work is shown as published in the US in Check Permissions, a digital version must be used when commercially available.

- Extent Limits** Does the amount you wish to copy for class meet the following criteria?

1

- Chapter from a book
- Article from a magazine/journal issue
- Scene from a play
- Paper from a set of conference proceedings
- Report of a single case from a volume of judicial proceedings
- Short story, poem or play (not exceeding 10 pages in length) from an anthology

OR

10%

of the total publication

Whichever is the greater

- Copyright Notice** Have you prefaced the Digital Copy with an appropriate Copyright Notice? An example can be found in a schedule to your terms and conditions

- Secure Access** Is the material being placed where only those registered to the institution can access it? Is the material placed in an area for students on the Course of Study/Module?

- Reported** Each June your institution reports to CLA details of all the Digital Copies made throughout the academic year. Have you logged the copy as instructed by your institution?

- Weeding** As appropriate, at the end or beginning of the academic year, have you sorted through which Digital Copies you wish to keep and which you wish to remove?

See the User Guidelines 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.