



Checklist: Making Digital Copies

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Extent Limits Does the amount you wish to copy for each course meet the following criteria?

<h1>1</h1> <ul style="list-style-type: none"> • 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 	<p>OR</p>	<h1>10%</h1> <p>of the total publication</p>
<p>Whichever is the greater</p>		

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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

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