Step 11: Adding Copyright Cleared Content

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

Using the information in this guide you will be able to request digitised articles and chapters from the Copyright Clearance Unit, which are added to your Online Reading Lists.

Before you start make sure you have followed these steps:

**Step 1:** Finding the Online Reading Lists Homepage  
**Step 2:** Activating your Online Reading Lists Account  
**Step 3:** Navigating the Online Reading Lists Site  
**Step 4:** Installing the Bookmark Button  
**Step 5:** Online Reading List Layout and Content  
**Step 6:** Adding Content from the Library (print books and print journals)  
**Step 8:** Adding chapters and articles

Use the step-by-step guides at [http://libguides.derby.ac.uk/readinglists](http://libguides.derby.ac.uk/readinglists)

Need help?  
Online Reading Lists: readinglists@derby.ac.uk  
Copyright Clearance Unit: copyright@derby.ac.uk  
Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

About the Copyright Clearance Unit

- They will digitise journal articles and book chapters and add them to your Online Reading Lists - allowing students to access, download and print high quality Copyright Cleared Content which can be viewed wherever and whenever on most devices
- The download feature enables reading whilst offline
- Scanned using Optical Character Recognition software (OCR) makes the document searchable and can be read-aloud with the appropriate software
- The Copyright Clearance Unit are regulated by the Copyright Licensing Agency (CLA) and ensures that the Copyright Cleared Content is legal
- They have unlimited storage capacity – everything is stored in the Cloud
- Copyright Cleared Content is available for all students covered under the HESA returns
- Click the ‘Online Resource’ button in Online Reading Lists to immediately see the Copyright Cleared Content

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

Value for academic staff

- Peace of mind knowing that your digitisation requests will be copyright compliant
- Can be material from books and journals in stock – so available to more students simultaneously
- Additional chapters or articles are possible through the Second Extract Permission Service
- Additional copyright permission is also sought for articles not covered by the CLA remit
- With the CLA Licence most print books / journals can be digitised regardless of whether the item is in stock or not
- CCU seek British Library digitised copies of articles not in library stock
- High quality scanning
- Usage statistics of Copyright Cleared Content - evaluate the use and efficacy of your digitised readings
- Help, support and demonstrations can be provided

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

What is the Copyright Licensing Agency licence and how does it affect me?

- The University of Derby holds a CLA (Copyright Licensing Agency) licence which permits staff to make multiple photocopies of extracts from books and journals owned by the Library for use by students, or by lecturers in the course of teaching.
- The CLA licence also allows for the scanning of extracts from books and journals owned by the Library and/or copyright-cleared versions supplied via the Copyright Clearance Unit.
- Only 'designated persons' within the University are permitted to scan material; if you want material scanned from a book or journal, you must ask the Copyright Clearance Unit to do this for you.
- You may not request a scanned copy of a print journal article or book chapter if a digital version is already available, i.e. via an e-journal, Library Plus, or an e-book subscribed to by the Library.
- The CLA licence only covers copying done within the UK.
- Putting your own scans on Course Resources is not legal.

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

What can be copied under the Copyright Licensing Agency licence?

The Copyright Clearance Unit can only scan chapters and articles from print books and journals for courses taught from the University's UK campuses. These are available for students registered on the specific courses and the academic teaching it. It includes overseas and distance learners.

Proportionally they are permitted to scan whichever is greater – either 10%* or:

- One chapter of a book
- One article of a journal issue
- One paper of a set of conference proceedings
- One report of a single case from a report of judicial proceedings
- One scene from a play
- One short story or one poem or one play of not more than 10 pages in an anthology of short stories, poems or plays

*New CLA Licence regulations for 1st August 2016 - 31st July 2019 stipulates 10%.
Step 11: Adding Copyright Cleared Content

What **cannot** be copied under the Copyright Licensing Agency licence?

When you make a request the Copyright Clearance Unit will check whether it is possible to digitise it, and let you know.

There are exclusions that **cannot** be copied under the CLA Licence:

- Printed music (including the words)
- Maps and charts
- Newspapers
- Workbooks and assignment sheets
- Excluded works where the copyright holder has expressly forbidden permission under licences such as The Copyright Licensing Agency

You can find a list of publishers and countries excluded from the CLA licence on their website:
http://www.cla.co.uk/licences/excluded_works/excluded_categories_works/

Need help?
Online Reading Lists: readinglists@derby.ac.uk  Copyright Clearance Unit: copyright@derby.ac.uk  Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

How to add Copyright Cleared Content to your Online Reading List

Open an internet session on your computer. The procedure is the same if you are using Firefox, Internet Explorer, Chrome, Safari or any other internet browser.

Go to the Online Reading Lists homepage (see Step 1: Finding the Online Reading Lists Homepage)

Make sure you can have installed ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar (see Step 4: Installing the Bookmark Button)

Sign into your account (see Step 2: Activating your Online Reading Lists Account)

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

When you request an article or chapter it will be from one of two sources:

1. From a print book or journal in the Library
   Follow the instructions in Step 6: Adding Content from the Library to find the book or journal, and bookmark it

2. From a book or journal not available from the Library
   Use the instructions in Step 10: Adding items not in stock to manually add the book or journal, and bookmark it

You will then need to add the following article or chapter information using Step 8: Adding chapters and articles:

For chapters: title; author(s); page numbers (if known)

For article: title; author(s); date; volume; issue; page numbers

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

Add the bookmark to your list using ‘Create & Add’

This bookmark is from the Library catalogue

The Concept of Social Movement -in- Readings in contemporary political sociology

<table>
<thead>
<tr>
<th>Type</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Mario Diani</td>
</tr>
<tr>
<td>Page start</td>
<td>155</td>
</tr>
<tr>
<td>Page end</td>
<td>177</td>
</tr>
</tbody>
</table>

Is part of Book

<table>
<thead>
<tr>
<th>Title</th>
<th>Readings in contemporary political sociology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s)</td>
<td>Kate Nash</td>
</tr>
<tr>
<td>Date</td>
<td>1999</td>
</tr>
<tr>
<td>Publisher</td>
<td>Blackwell</td>
</tr>
<tr>
<td>Pub place</td>
<td>Malden, Mass</td>
</tr>
<tr>
<td>ISBN-10</td>
<td>0631213635, 0631213643</td>
</tr>
</tbody>
</table>

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
**Step 11: Adding Copyright Cleared Content**

Go back to main list view. You will see a tab called ‘Edit’. Select ‘Edit list’ from the dropdown menu.

If you cannot see the ‘Edit’ button contact the Online Reading List for permission.

Need help?

Online Reading Lists: readinglists@derby.ac.uk  Copyright Clearance Unit: copyright@derby.ac.uk  Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

On the next screen you will see the edit view for this Online Reading List with the list taking up most of the screen, and your bookmarks on the right.
Step 11: Adding Copyright Cleared Content

In your list find the article or chapter you wish to request

Click ‘Request Digitisation’

A new box will appear and guide you through the steps

You may be asked to choose which edition of the book to use, but this message does not appear every time

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

Check the details are correct and update as necessary. Fields with an asterisk (*) are compulsory. You do not need to include page numbers if you do not know them. To add footnotes click on ‘(+)Add reference page range’

Request a new digitisation

Please provide as much detail as you are able to regarding the chapter or article, including page ranges where available. If you have any queries, contact the Copyright Clearance Unit who will be pleased to assist.

- Resource type: Book
- This is a full chapter

- Chapter or section name: The Concept of Social Mon

- ISBN: 97805631213635
  - I don't know the ISBN

- Page range: 155 - 177
- Section author(s): Mario Diani

- Reference range: Add another

Then click on ‘Next’

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
1. The ‘Start’ and ‘End’ dates default to 1\textsuperscript{st} September - 31\textsuperscript{st} August for Academic Year lists and 1\textsuperscript{st} January - 31\textsuperscript{st} December for Calendar Year lists.

2. Add the date the digitisation is required by. Give as much notice as possible as at certain times of year the Copyright Clearance Unit is very busy, or it may take longer to gain permission.

3. Check the Course (Module) title and code are correct and include the student number. If you are unsure give an approximation.

4. Click on ‘Next Step’
Step 11: Adding Copyright Cleared Content

Check your email address and name are correct as the Copyright Clearance Unit will contact you to let you know once your digitisation is ready. They may also contact you if there are any issues or queries about your request.

Request a new digitisation

Your email address:* s.derbyshire@derby.ac.uk

Your name:* Sam Derbyshire

Click ‘Submit request’
Step 11: Adding Copyright Cleared Content

On the final screen you will see a reference number

Your request (reference # ) has been accepted

What happens next?

Your request has been reviewed, and passed all copyright compliance checks. Your request requires a copy to be scanned and uploaded by the Copyright Clearance Unit. On uploading the scan, we will add your Copyright Cleared Content to your Online Reading List automatically and a confirmation will be emailed to you.

Click on ‘Close’. The Copyright Clearance Unit will keep you informed of the progress of your request.

On the list, instead of ‘Request Digitisation’ you will see ‘Digitisation pending’

Once the digitisation is completed it will say ‘Digitisation live’

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

There are other messages you may see when you submit your request. These may say that your request has been referred, but the Copyright Clearance Unit will deal with it.

For example – items not readily available in the Library:

- Book
- Journal

Be aware that this may mean your request takes longer to satisfy.

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

Other messages you may see when you submit your request #2

The Copyright Clearance Unit always uses the most recent edition of a book. Sometimes the content changes between editions so you may, on occasion, need the earlier one. In this example a chapter from the first edition was requested, but the system has found the second edition is available.

Be aware that this may mean your request takes longer to satisfy.

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

Other messages you may see when you submit your request #3

Sometimes there is a legal restriction affecting your request. The Copyright Clearance Unit will keep you informed about progress and try to obtain the chapter or article from an alternative (legal) source.

Be aware that this may mean your request takes longer to satisfy.
Step 11: Adding Copyright Cleared Content

Other messages you may see when you submit your request #4

As previously stated there are restrictions on how much or a book or journal you can have digitised. If your requests exceed this you will see this message. Sometimes it is possible to get a second extract under the Second Extract Permission Service so use the form to apply for this.

Exceeded copy limit

You requested the following resource:

"The Perplexities of Love - in - Soul of the age; the life, mind and world of William Shakespeare" J.Berie
Soul of the age; the life, mind and world of William Shakespeare. Viking, 2003 pp. 204-235

Your request has been refused. Unfortunately the copyright licence only allows a maximum amount to be copied from one resource. Your new request exceeds these limits, so we are unable to proceed. Should you require further assistance, please contact the library digitisation team.

Only one chapter or up to 10% of a book may be digitised for a given course.

Proceed with request anyway

If you wish to proceed with your request, please provide your reasons:

Reason

Submit request  Edit values and resubmit  Cancel

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
**Step 11: Adding Copyright Cleared Content**

Other messages you may see when you submit your request #5

Sometimes the digitisation is already in the Copyright Clearance Unit’s Vault and it is immediately available

"The Concept of Social Movement - in- Readings in contemporary political sociology" Diani, Mario Readings in contemporary political sociology
Blackwell, 1999 pp. 159-177

This means the digitisation is ready for your students to use. They need to click on the ‘Online Resource’ button

Students can read online or download the article or chapter
Step 11: Adding Copyright Cleared Content

Once the article or chapter has been digitised you will receive an email from the Copyright Clearance Unit

They will also contact you if the request is available electronically or is unavailable for legal reasons

We're sorry, but unfortunately it has not been possible to copyright clear your digitisation request. If you would like to know more please contact the Copyright Clearance Unit.

Note from Copyright Clearance Unit: This article is available from one of our Electronic Journals. CCU 16-01-1X

Note from Copyright Clearance Unit: This book is not covered by the CLA licence as it is published in the USA. CCU 13/10/1X

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 11: Adding Copyright Cleared Content

For more information, assistance, or to arrange a demonstration contact:

Online Reading Lists Team: readinglists@derby.ac.uk

Copyright Clearance Unit: copyright@derby.ac.uk

Subject Librarian Team: www.derby.ac.uk/subjectlibrarians

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians