Helpsheets
How to Ensure Scanned Documents are Copyright Compliant

Introduction
Scanned and digitised documents are a great resource for students especially for materials which are heavily used, difficult to access or a chapter or article which needs to be read. The Library provides a digitisation service which can create copyright compliant digital copies of journal articles and book chapters for teaching purposes. It also ensures students have access to the same resources whether they are studying on campus or distance learners. The University holds a licence from the Copyright Licensing Agency which allows us to provide this service for registered Teesside University students.

Why should I use the Digitisation service in the Library?
Using the Library Digitisation Service is the only way to ensure your teaching and learning materials are copyright compliant. All requests are checked by the staff to ensure they are covered by the CLA licence and within their usage limits. The licence also places obligations on the University for digitised items in that every item must

- Have a cover sheet attached
- Be recorded and reported to the CLA on a yearly basis
- Only be carried out by designated persons

This is all administered by the Digitisation Service staff. The Library produces quality scans in line with our service standard which can be viewed on the website http://libguides.tees.ac.uk/academic_staff/digitisation

What are the limits for the CLA Licence?
Whichever is greater of:

- One chapter or 10% of a book
- One article or 10% of an issue of a journal
- One short story, poem or play or 10% from an anthology
- One whole scene or 10% of a play
- One whole paper or 10% of a set of conference proceedings
- One whole report or 10% of a single case from a volume of judicial proceedings.

How do I request items for digitisation?
Digitisation requests can be submitted through by filling in an online form available at http://libguides.tees.ac.uk/academic_staff/digitisation

For more information please ask a member of staff for help.
W: http://tees.ac.uk/sls
E: libraryhelp@tees.ac.uk
T: 01642 342100 (Monday – Friday 09:00 – 17:00)