



University College  
of Osteopathy

# Copyright and Digitisation Policy

Core Documentation Cover Page

## Copyright and Digitisation Policy

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Oct 2017 SMT	Policy necessary to ensure conformation with copyright legislation.	Dean of Academic Development & Assistant Librarian	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2019

### Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

x

Negative equality impact (i.e. increasing inequalities)

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

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## 1. SCOPE

- 1.1. To provide guidance to faculty regarding regulations relating to the use of copyrighted materials and what the law allows for non-commercial research and private study.
- 1.2. To support the University College of Osteopathy (UCO) in monitoring the use of copyrighted material and ensure that usage is in accordance with the relevant legislation.

## 2. THE POLICY

- 2.1. The UCO Copyright Licensing Agency (CLA) licence allows teaching faculty to make multiple photocopies and to make available digital copies (within the UCO's Virtual Learning Environment (VLE) (BONE)) of scanned chapters or journal articles to identified cohorts of students<sup>1</sup>. Currently, the licence allows the following:
  - a) In relation to creating printed course packs (of material we hold in stock) or examination questions, the law allows copying for non-commercial research and private study of up to:
    - One chapter or 10% (whichever is the greater) of a book
    - One whole article or 10% (whichever is the greater) of a journal issue.
  - b) Website material can be used:
    - Which is both free-to-view and copyright-free (e.g. creative commons images at <https://search.creativecommons.org/>), or
    - where copyright Permissions have been granted via the CLA at: <https://www.cla.co.uk/check-permissions-start>
- 2.2. In relation to accessing learning resources electronically, the school provides digitised core reading materials that can be accessed via the VLE and online journals via the Libraries electronic database (e.g. EBSCO). Students registered with the University of Bedfordshire are able to access their online journals via their online library.
- 2.3. Library staff must keep a record of items from books and journals that have been scanned and/or added to the UCO's digital collection.
- 2.4. If a member of faculty wishes to upload materials to the UCO's VLE they must include citations with each item which contains the following:
  - a) Book: Author or Editor/ Year of Publication / Title / Edition / Place of Publication / Publisher; [ebooks: add URL and date accessed];
  - b) Journal: Author/ Year of Publication/ Title of Article / Title of Journal / volume number / Issue number / Page numbers;
  - c) Website: Author or Source/ Year of Publication/ Title/ URL/ date accessed.

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<sup>1</sup> For further information see: <https://www.cla.co.uk/higher-education-licence>

- 2.5 For photocopying purposes faculty may legally copy, in digital form:
- Up to 10% of a publication or (if greater) a whole book chapter or a journal issue article, where the UCO holds the item in stock;
  - Material that the UCO or the UCO lecturer holds the copyright for;
  - Items for examination questions.
- 2.6 Certain material cannot be copied legally in digital form. This includes:
- Unpublished material, e.g. Dissertations (except for UCO dissertations)
  - Maps, chart and books of tables
  - Content from U.K. newspapers
- 2.7 Electronic resources can be downloaded and printed once or emailed to a student for private use. This document may not be subsequently forwarded-on or re-copied.
- 2.8 Copyright notices should be either attached to each resource or be visible as users open the UCO's VLE (see Appendix 1 below).
- 2.9 Under the terms of the Copyright Licensing Agency (CLA) licence, the UCO Library is required to report annually on all identifiable textbook and journal resources used on the UCO's VLE<sup>2, 3</sup>.
- 2.10 Library staff will undertake an annual audit of materials in accordance with CLA guidance and complete a Digital Copy Record Form<sup>4</sup>, which will include information relating to cited journal articles, textbook and website extracts.
- 2.11 The completed Digital Copy Record Form will be submitted to the CLA in accordance with the UCO licence agreement and to the UCO Quality Assurance Committee for consideration.

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<sup>2</sup> CLA User guidelines: Higher Education Licence - <https://www.cla.co.uk/sites/default/files/HE-User-Guidelines.pdf>

<sup>3</sup> CLA HE Licence - Guide to reporting and managing digital copies  
[https://www.cla.co.uk/sites/default/files/Guide-to-Reporting-and-Managing-Digital-Copies\\_new%20brand.pdf](https://www.cla.co.uk/sites/default/files/Guide-to-Reporting-and-Managing-Digital-Copies_new%20brand.pdf)

<sup>4</sup> [https://www.cla.co.uk/sites/default/files/Instructions-for-completing-the-DCRF\\_new%20brand.pdf](https://www.cla.co.uk/sites/default/files/Instructions-for-completing-the-DCRF_new%20brand.pdf)

## APPENDIX 1: COPY OF COPYRIGHT NOTICE TO BE ATTACHED TO COPIED RESOURCES AND TO BE VISIBLE ON THE UCO'S VLE

### **Copyright Notice**

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Title:

Author:

Publisher: