Copyright and Digitisation Policy

University College
of Osteopathy

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
V2.0	May 2020 PRAG Chair	Administrative Amendments to reflect the new Committees' structure	Head of Quality	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2019
V3.0	May 2020 SMT	Amendments following audit by Copyright Licensing Agency, and TDAP.	Assistant Librarian	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	May 2023
V4.0	Oct 2021	Minor amendments, name and title changes	Learning Advisor	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	May 2023
V5.0	Sep 2023	Minor amendments and changes to process	Head of Student Services	All master versions will be held in: SharePoint: QA Team	Sep 2026
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

CONTENTS

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 extracts (e.g. images) or whole scanned chapters or journal articles to identified cohorts of students[1]. Currently, the licence allows the following:

a)   In relation to creating course packs (of hard-copy or electronic material we hold in stock or subscribe to) 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)   Online material can be used:

- Which we own or subscribe to, e.g. Anatomy TV, and content from the International Journal of Osteopathic Medicine (IJOM)

- Which is open access (posting a resource URL hyperlink is the best approach) and copyright-free (e.g. creative commons images at https://search.creativecommons.org/)

- And in either of the two cases above, 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 UCO provides digitised core reading materials that can be accessed via the VLE and online databases via the OVID interface

2.3 For photocopying purposes faculty may legally copy images, extracts, articles and chapters, in digital form:

a)   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;

b)   Material that the UCO or the UCO lecturer holds the copyright for.

2.4   Certain material cannot be copied legally in digital form. This includes:

a)   Unpublished material, e.g., Dissertations (except for UCO dissertations)

b)   Maps, chart and books of tables

c)   Content from U.K. newspapers

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[1] For further information see: https://www.cla.co.uk/higher-education-licence

2.5   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.

2.6   Copyright notices should be either attached to each article, lecture handout, course pack, or resource, and be visible as users open the UCO's VLE. The Digital Content Store (DCS) automatically generates electronic coversheets with content, which indicate copyright compliance. See Appendix 1 for more guidance on copyright procedures.

2.7   Under the terms of the Copyright Licensing Agency (CLA) licence, the UCO Learning Hub is required to report annually on all textbook and journal resources used on the UCO's VLE[2],

2.8   The Digital Content Store (DCS) is used to report annually to the CLA, and enable compliance with copyright law. Using the DCS means that the reporting process is more automatic and efficient compared with previous manual reporting. Guidance has been developed to support all faculty with updated copyright procedures (please see Appendix 1).

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

COPYRIGHT INFORMATION FOR UCO STAFF

USEFUL INFORMATION ON COMPLYING WITH COPYRIGHT REGULATIONS

WHY IS COPYRIGHT IMPORTANT?

Do not risk copyright infringement in your workplace. Most published content is protected by copyright. If you wish to copy, share and re-use it at work, then permission is required to **avoid breaking the law**.

This applies to all types of publications whether digital or print as well as externally supplied press cuttings or purchased documents.

More information about copyright infringement can be found here: - https://www.cla.co.uk/complying-with-copyright

WHAT IS THE DIGITAL CONTENT STORE (DCS)?

The Digital Content Store (DCS) is a repository overseen by the Copyright Licensing Agency (CLA). The DCS makes copyright reporting and compliance more automatic and streamlined. It stores CLA compliant scans of book and journal extracts for most UK universities. In the past, PDFs of course related documents for UCO were stored on our BONE VLE. Now the DCS keeps the scans on its cloud-based system and provides stable URL links. These links can then be embedded on BONE allowing faculty to access course materials.
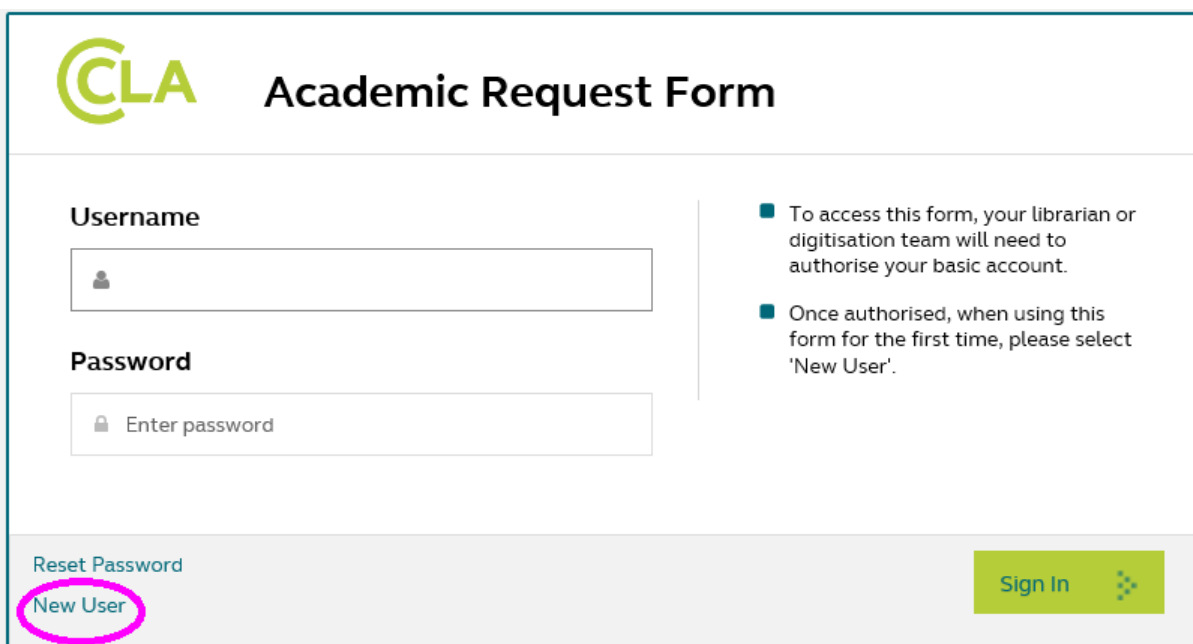
Advantages of the DCS include: -

1. The DCS automatically adds the official CLA cover sheet.

2. The DCS automatically checks that an extract can be used, is compliant under the CLA licence and does not exceed extent limits (**10% of a book or 1 chapter; 1 article from an issue or 10% from that same issue).**

3. Rollover is automatic, staff simply need to confirm that a unit is continuing. Course codes and titles are already in the DCS, and the CLA compliance officers are available to support teaching faculty with making academic requests.

4. IT have a guide for how academics can replace BONE URL links for their PDF content with ones generated by the DCS. Please see here: Uploading Research Papers to BONE.pdf

5. To make an academic request, teaching staff simply fill in an [academic request form](#) with the relevant details. A learning advisor will then test it in the system for copyright eligibility and if all is well, will email you with the new DCS URL for placing into the appropriate point in the module's BONE space. **Placing the DCS URL on BONE is the responsibility of the teaching staff.**

6. If another Higher Education Institution (HEI) has already uploaded the same desired extract, that can be used without the need to digitise content for oneself, providing UCO owns a copy of the material.

7. Additionally, the DCS has a student reader (powered by Kortext) which gives students easy access to content uploaded and assigned through the DCS. Students can choose to read within the browser, download a PDF, print, and automatically cite copied quotations.

HOW DOES IT WORK? – PLACING NEW CONTENT ON BONE

1) set up your DCS account - please register as a 'New User':

2) If you want to place a new scanned extract from a book, or journal article on your BONE course page, teaching staff **simply fill out and submit the online Academic Request Form** (ARF) which can be found at:

https://academicform.cla.co.uk/Home/Login

The ARF is self-explanatory but, if needed, more detailed guidance on filling out the form can be found here: CLA using the ARF guidance.pdf

A Learning Advisor will then check the details of a request against the DCS for compliance. The following checks and tasks will be completed:

1. Is the request covered by the Higher Education (HE) licence?

2. Has another HEI already uploaded the same abstract?

3. If the material can be uploaded under the licence, a learning advisor will scan your extract and upload it to the DCS.

4. The member of academic staff who put in the request will then be sent a stable URL to add to BONE where the PDF would have been and/or to add to the associated reading list for students. When this URL is added to Bone, only then are materials CLA compliant.

Either the content must be open access, or the UCO must own a copy of anything that is to be scanned. If we do not currently own a copy, we may purchase a copy, or we can purchase a copyright fee paid copy from the British Library.

WHAT IS NOT COVERED BY THE CLA LICENCE

Some materials are not covered by the CLA. In these cases, copyright permissions must be negotiated and paid for on an individual basis.

- Printed Music

- Excluded Works (this will be checked for you)

- Maps and Charts; Workbooks, or assignment sheets

FAQS

What is open access?

Open access (OA) refers to the free, immediate, online availability of research outputs such as journal articles or books, combined with the rights to use these outputs fully in the digital environment. OA content is open to all, with no access fees.

For more information on OA see here: CLA open access guidance.pdf

Where can I find simple instructions about following copyright procedures with the DCS?

Please see here: CLA bookmarks.pdf

Who are the CLA compliance officers at the UCO?

The Learning Hub team.

Where can I find more information about the CLA Higher Education (HE) license?

For a detailed but 'plain English' guide to the Licence terms and conditions please see this document: https://www.cla.co.uk/sites/default/files/CLA-HE-User-Guidelines.pdf

For more information on full Terms & Conditions of the Higher Education Licence please see this document:https://www.cla.co.uk/sites/default/files/CLA-HE-Licence.pdf

Please get in touch with the Learning Hub team if you have any other questions.