What is the CLA HE Licence?

The Copyright Licensing Agency Higher Education Licence provides blanket clearance to make copies from most UK publications and some international publications (within limits).

The University pays for the licence (FTES rate of £7.51 + VAT for each year of the licence).

Can’t teaching staff just use “Fair Dealing” if a copy is for educational use?

– No, legal exceptions such as “Fair Dealing” only apply to insubstantial amounts that do not affect the market for the original work. You can usually only use a reasonable part of a work and this would not extend to a whole journal article or book chapter. The CLA Licence allows us to utilise published works for research, private study and teaching purposes.

www.gov.uk/guidance/exceptions-to-copyright#fair-dealing

Who Can Make Copies?

Paper copies

Photocopies from print books, journals, law reports, conference proceedings etc. Printouts of extracts from e-books, e-journals, or other digital publications.

All staff and students can make photocopies.

Digital copies

Scanned extracts from printed books, journals, law reports, conference proceedings etc. Extracts saved or copied from e-books, e-journals, or other digital publications.

All staff and students can make digital copies for personal use. Digital copies for course provision must only be made by the Library Scanning Service. We ensure that the licence conditions listed below are satisfied.

CLA Requirements for Digital Copies:

- The publisher must be included in the CLA repertoire of publishers.
- Copies must not exceed licence extent limits (1 chapter from a book, 1 article from a journal issue, or 10% of a total publication).
- Copies must include a CLA copyright notice coversheet.
• Copies must not be accessible to non-affiliates of Swansea University. They must be stored on a password protected secure network.
• Copies must be reported to the CLA in an annual data return. The data includes publication details, course codes, and the number of enrolled students.

How Do Course Instructors Request Digitisation?

iFind Reading (Leganto)
If the module code has an iFind Reading list associated to it, then instructors can add a new item to their list, or click on an existing item, and use the “Digitisation request” option to open a short pop-up request form.

CLA Academic Request Form
If instructors don’t use an iFind Reading list, then they can use the CLA Academic Request form on our webpage: libguides.swansea.ac.uk/iFindReading/requesting-digitisation.

How is Digitised Content Made Available to Students?
All digitised content is hosted in the CLA’s cloud-based platform called Digital Content Store (DCS). DCS generates a permanent URL for each piece of content, which we email to the course instructor. They can use this URL to create an external link in Blackboard or Canvas.

If the instructor requested digitisation via their iFind Reading list, then an external link will also populate their reading list.

Reasons why content might be unavailable
• The URL is missing characters.
• The instructor copied the unstable URL from the browser bar, which looks like this: https://contentstore.cla.co.uk/EReader/XXXX.
• The instructor didn’t respond to our content renewal notifications at the beginning of the academic year. Non-response results in archiving and eventual deletion of content.
• The DCS is temporarily down due to technical issues.
• The instructor did not tick the box to ‘open in new window’ when creating an external link.