Scanning for MyAberdeen: a CLA Copyright Compliance Checklist

Before scanning any material for inclusion on MyAberdeen please ensure that you comply with all the requirements on the following checklist.

NB If you are unsure about any aspect of the procedure please contact the copyright team for advice. copyright@abdn.ac.uk

☐ You are permitted to scan works for inclusion on MyAberdeen.
   [If unsure check with your School’s admin staff].

☐ The work for scanning is for a coded course of study at the University of Aberdeen.

☐ The Library/School/Department owns a copy of the work.
   [If the work is not owned by any of the above, you are not permitted to scan it].

☐ The work is available in hard copy only.
   [If available electronically you are not permitted to scan the work; instead you should provide a link to the document online].

☐ The work does not appear on the list of CLA excluded categories and works at http://he.cla.co.uk/complying-with-your-licence/what-cant-be-copied-2/.
   [If it does you are not permitted to scan it].

☐ The work for scanning does not exceed whichever is the greater of the following limits:
   a. Up to 10% or 1 chapter of a book
   b. Up to 10% or 1 article from an issue of a journal
   c. Up to 10% or 1 paper from 1 set of a conference proceedings
   d. Up to 10% or 1 case from 1 report of judicial proceedings
   e. Up to 10% of an anthology / short story / poem, or 1 short story or poem less than 10 pages long
   f. A whole page of a visual image

☐ The combination of scanned works for this course is NOT designed to be a substitute for a textbook.
   [Under the CLA licence you are not allowed to make copies if the provision of these works has an adverse impact on a student’s decision to buy one or more textbooks].

☐ You have downloaded, printed and completed the required details on the copyright notice

☐ You have scanned the copyright notice as the first page of the document you are about to upload.

☐ The scanned work is a true copy of the original.

Once you have completed the checklist:

☐ Download and complete the Scanning Spreadsheet available at: http://www.abdn.ac.uk/library/documents/copyright/cla-reporting-spreadsheet.xlsm

☐ Record the details of the item scanned, together with the required course information. Once you have completed the details for all materials scanned under the CLA licence for the current academic year, forward the spreadsheet to copyright@abdn.ac.uk