Step 1
You need to check that the University holds a copy of the book, so head to the library catalogue (primo) and sign yourself in.

When you put the title of the book in [in this example I’ve done a search for Bilingual Education in the 21st Century: A Global Perspective] to help refine the search, click on one of the options – in this case I know it’s a book, so I will click the name next to Books+.

Alternatively, click the advanced search button and click the Books+ button and then the search button:

Note that you search by book title not chapter title. If you only have the chapter title, try doing a Google search for the book title. Another avenue if you have the author is searching on Amazon for the book title (use the ‘look inside’ facility to check the chapter is in that book). It can take a while until you find it if not all the info is present! Amazon is good for searching too if you have an ISBN number.
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Once you do the search, the first result should be the book you've inputted [in this example I've done a search for Bilingual Education in the 21st Century: A Global Perspective.]

Make sure it's the edition you have that comes up if applicable!

If when you've done your search it's there, then proceed to step 2. ✓ If it's not there then stop, the scan can't go onto MyAberdeen! ✗

You may be lucky that the search shows that you can access it online (look at result for #2) in which case click the available online button: [The book I was looking for this time was Developing Thinking, Developing Learning]

The online version then appears in a sort of 'pop up' window:
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Click where it says Ebook Central... and once you input your username/password, you will get the online version of the book in a new webpage.

Once the webpage opens, you'll usually see a button to click on that allows you to share the weblink instead of putting up the actual scan! If there is no button, copy the URL.

Note that if an eBook version is available, by license agreements you must put up the weblink... and of course the advantage of putting in the weblink is you don't need to progress to step 2 or do any copyright paperwork! 😊

**Step 2**
From your search results, click on the name of the book when the 'pop up' window appears, scroll down until you see the ISBN numbers. You usually get 2 sets of ISBN numbers, it's best to use the 13 digit one.
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Then head to the [CLA website](https://www.cla.co.uk) and put in the ISBN number as that is the easiest method.

The result then will bring up the book title/author etc.

Make sure the box on the left says ‘higher education’ and not one of the other options as you now need to click the box that says ‘show higher education permissions’.

If you get a green tick next to scanning, then you can proceed to **step 3.** ✓

If it comes up in red and with a cross, then then stop, the scan can’t go onto MyAberdeen! ✗
Step 3
Now that you’ve got through steps 1 & 2 you now need to do the paperwork!

Ideally, you need the new Adobe Acrobat Pro for the next stage and the next set of instructions are based on that. However, if you don’t have it on your machine, once you’ve completed the copyright notice, simply print off and scan it along with pages from the book you are scanning. You can then jump to the very last page of this document.

You can download via SharePoint downloadable copies of the paperwork or copy the text (that’s between the lines below) into a new word document and fill in all the information.

First to be done is the copyright notice. This must be inserted into the first page of the scan to satisfy CLA rules.

Note that for each course you need to have a separate sheet for each document you use, you can’t use the same copyright sheet for each course!

You also need to replicate this information in the [excel] scanning recording sheet that gets returned to the CLA each year. You can either add the info the school one already in SharePoint or keep your own spreadsheet and either return that to the copyright officer or transfer your information to the school one in time for the annual submission.

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SCANNING RECORD SHEET

Copyright Notice

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Course of Study: <put the course code here and if you wish the actual name of the course>

Name of Designated Person authorising scanning: <Put the name of whoever scanned it here>

Title of work: <I like to help students by putting chapter title and where the book came from so they can reference it properly!>

Name of Author: <Author of the chapter or book>

Name of Publisher: <You’ll find this info on the CLA website, just copy & paste>
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Once all the information is filled in, save the file as a PDF. Click File and the following comes up:

1. Open the scanned document that the paperwork is to go into and click on ‘organise pages.’
2. Click the dropdown button on ‘insert’ and then click on ‘from file’

Find somewhere to save the file to.

Click here

Then here

Click here

Click here

Click here

Click here
Getting your scanned document into MyAberdeen!

Now you need to find the PDF file that you created earlier. Find where you’ve saved the copyright sheet and once you click on ‘open’ a new dialogue box appears.

Go to where the PDF file is saved and then either double click or click once then hit the ‘open’ button.

You need to adjust it so that you make sure that it says before first page prior to clicking the OK button.

If it’s the first time you’ve added the copyright sheet, then simply save the file now and it’s ready to go up on MyAberdeen. Now head to the last page for the final part!

The good news is that once this information is inserted it shouldn’t need to be done again unless the person who scanned it leaves the University.

If you are replacing the sheet, then you need to delete the old one – so carry on reading!
Getting your scanned document into MyAberdeen!

On the page that needs to be deleted (should be page 2), hover over the image of the recycle bin and click on it.

It will ask you if you are sure you want to delete, simply click OK.

Once the page is deleted, simply save the file and it's ready to go up on MyAberdeen.
Almost there!

As part of the copyright regulations, you’ve to record what has been scanned. This information goes into the excel spreadsheet that you can download via SharePoint. It’s quite self-explanatory.

First step is on the ‘course_codes’ tab where you input your course code(s), its title, how long it runs for and how many students are registered:

Then go to the ‘CLA_DRF’ tab and fill in the blanks.

The ‘field_key’ tab has the definitions for the ‘source’ column.

Now you are 100% copyright compliant so go get that cup of tea you’ve earnt! 😊