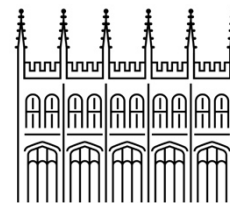


CLA Departmental Contacts



BODLEIAN
LIBRARIES

The departmental CLA contact is responsible for overseeing all copying that is undertaken on the CLA Licence, i.e. copying for students that is posted on the VLE, shared by email, or distributed in classrooms as photocopies.

Content Compliance	Ensure all content copied within the Department complies with CLA guidelines – this includes permitted publications, ownership, and extent limits (see Making Copies guide). Remove any non-compliant copies (see Removing Scans guide)	<input type="checkbox"/>
VLE	Ensure all copies posted on the VLE comply with CLA guidelines (see Posting Digital Copies on VLE checklist)	<input type="checkbox"/>
Designated Persons	Are you aware of all staff copying under the Licence in your department?	<input type="checkbox"/>
Training	Have all relevant persons received training and guidance? Contact University CLA Co-ordinator (cla@bodleian.ox.ac.uk) for training information.	<input type="checkbox"/>
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Spot Checks	Have you undertaken an annual spot check to ensure compliance?	<input type="checkbox"/>
Enquiries	Do all staff know you are the right person to contact for advice?	<input type="checkbox"/>
Liaison	Liaise with the University CLA Co-ordinator for any enquiries relating to the CLA Licence.	

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