



BODLEIAN  
LIBRARIES

# Removing scans guidance

As part of our CLA licence we agree to remove from the VLE material that is no longer permitted for use. The CLA sends quarterly lists of titles and publishers that have been removed from the licence and this is circulated by the University's CLA Co-ordinator. This list should be reviewed and any material on the list removed from our VLE. This is called a repertoire check.

As part of the licence we are also obliged to do a requirement check. This means we audit which courses are still running and which scans are still required. We are also encouraged to avoid digital duplication (making scans of material we already have digital access to) so checking for recent ebook purchases and removing those scans is recommended.

## 1. Repertoire check

Titles are regularly added to and taken from the CLA licence.

- Check existing content against the repertoire changes and remove non-compliant PDFs.
- Keep the reference on VLE with the following added in red:
  - This title has been excluded from the CLA licence and has been removed.
- Update your records with reason for takedown.

## 2. Requirement check

### a. E-book checks workflow

- Check SOLO (<http://solo.bodleian.ox.ac.uk>) for recent ebook purchases.
- Update your records if a copy is removed and link to ebook provided.

### b. Reading list checks

- Review reading lists for significant changes and remove any scans from the VLE that are no longer required.
- In the summer period, review academic courses and take down scans for courses which no longer have relevance for current students.
- It is essential that new cohorts of students aren't given access to the material that is not on the course for them. For this reason it is recommended that material be arranged so access can be granted to specific student cohorts rather than all students of a subject area.

## 3. Spot checking

A spot check should be undertaken each January. Randomly check a selection of at least 10 scans on your VLE to see if they meet all the CLA requirements. If problem scans are found they should be taken down and a deeper investigation conducted.

Any non-compliant scans must be removed immediately.

For more information please see <https://www.bodleian.ox.ac.uk/ask/how-to-guides/copyright/copyright-licences> or contact the University CLA Co-ordinator [james.shaw@bodleian.ox.ac.uk](mailto:james.shaw@bodleian.ox.ac.uk)