

Reporting digital copies



The CLA require that each year all new digital scans made under their licence are reported to them. Every 3 years we are required to report all digital scans in use made under the licence so rolling reports should be retained to allow the compilation of these periodic three year reports.

The CLA provide a form for us to complete, which has 3 sheets.

1. To complete Sheet 1 [course_codes] you will need

- Course Code
- Title of course
- Number of students
- Length of course

Course codes need to be current, so that in the three year reports it is necessary to review the collated course list and indicate where course codes have changed or courses have ceased.

2. To complete sheet 2 [CLA_DRF] you will need:

Heading	Detail	Notes
Course Code	From list created in sheet 1.	Must be added to sheet 1 before sheet 2.
ISBN/ISSN		Some older titles may not have one.
Title		
Journal Year/vol	Only applies to journal articles.	
Author of Extract	Surname, Initial is sufficient.	Ensure you add the author of the extract and not the book editor.
Page no. from		
Page no. to		
Source	Taken from sheet 3.	
Name of HEI	Leave blank.	Not applicable in Oxford.

Please note the CLA Account No: and HE1, HE2, OR HE3 fields can be left blank – these refer to the University of Oxford and will be completed when the departmental returns are conflated on a single return.

3. Sheet 3 [field_key] comes complete and has a list of Sources which you will need to complete sheet 2.

Source	Detail	Notes
A	From Paper original owned by Institution	Most commonly used.
B	From Digital original licensed to institution	Rarely used and not recommended.
C	From copyright fee paid copy	Original held in other library.
D	From another HEI under Sharing Provision	Not set up in Oxford

To ensure all Departments are covered a zero-response is required if no digital copying has been carried out in the previous academic year.

Send your completed form to cla@bodleian.ox.ac.uk by 5 June.

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