

Your Resource Lists and Copyright



<http://resourcelists.ed.ac.uk> | @ResourceListsEd | Library.Learning@ed.ac.uk

RESOURCE LISTS

This guide is for Course Organisers and will tell you how to manage digitisation (scan) requests using your Resource List, avoid common copyright pitfalls and know when to contact the Library for advice.

Resource Lists provide students with easy access to their key course readings. This includes books, e-books, journals articles and other online content; it may also include digitisations of essential chapters or pages.

If you can't immediately find what you're looking for using DiscoverED, do not be tempted to upload your own scans. Don't assume that if you can find a digitised version of a book, chapter or article on the internet that it's copyright-compliant or can be used on a Resource List.

The Library has a licence from the Copyright Licensing Agency (CLA). This allows us to scan extracts for teaching. The Library's E-reserve service provides copyright compliant digitisations and links them to the citations on your Resource List.

1. Make key chapters or pages available online

Use your Resource List to ask the Library to digitise one chapter or 10% of a book, whichever is the greater. Other formats can also be scanned for teaching, within limits, including poems, plays and reports.

To request a digitisation using your Resource List:

1. Find the citation on your list and add a **Digitisation request** tag;
2. Use **Library discussion** to provide the chapter title, page numbers and any other relevant information. You'll find **Library discussion** on the left when you open a citation.
3. Use the **Send list for review** button at the top of the Resource List to submit your digitisation requests.

The Library will always check for an e-book before providing a scan. If an e-book is available, this will be added to your Resource List instead of a copyright-compliant digitisation.

If no e-book is available and scanning is permitted under the terms of the CLA licence, the Library will link a copyright-compliant digitisation to the citation(s) on your Resource List.

Some books aren't covered by the CLA licence. When this happens, the E-reserve team will be in touch to discuss available options. For essential readings, the Library may be able to obtain permission directly from rights holders (publishers).

Even if the Library does not hold a book, you can still use your Resource List to request a digitisation of a key chapter or section. Add a placeholder citation from Amazon (or another bookseller website) and request a scan as described above. We'll buy an e-book if one is available or order a print copy and create and link the scan when the new book arrives.

The guide, **Request a digitisation:** <https://edin.ac/2zFbWtf> shows you how to request a digitisation using your Resource List.

2. Add a digital version of an article

The Library provides access to over 185,000 online journals. Articles from online journals can easily be added to your Resource List.

If a journal or article is not included in the Library's current subscriptions, do not be tempted to use your own scan. The Library will automatically try to source scans of **Essential** and **Recommended** articles if they are not part of our current subscriptions and, if available, link them to your Resource List.

Where possible link to ejournal articles on your list in preference to uploading a PDF of the article. Linking to the article through DiscoverED allows the Library to measure usage accurately (important when reviewing subscriptions) and makes it easier for students to browse related content.

The Library will not source **Further reading** articles unless Course Organisers make a specific request. When **Further reading** texts are not available, the Library includes a note at the top of the Resource List encouraging students to request these articles through the Interlibrary Loans service.

3. Add a video clip to my List

The University subscribes to Box of Broadcasts which provides copyright-compliant clips from film and television for teaching. There's more information on Box of Broadcasts at:

<https://www.ed.ac.uk/information-services/help-consultancy/ucreate/facilities/box-of-broadcasts>

If you want to use clips from YouTube (or other video sites), be aware that content may infringe copyright. To avoid potential problems, link to official channels and remember that content can be removed from some sites without warning. If in doubt, contact the Library's copyright service:

copyright@ed.ac.uk

4. Link to ResearchGate or a similar website

Content on ResearchGate, Academia.edu and similar websites may not be copyright compliant and articles can be taken down at any time.

There are other options to find material that's not currently part of the Library's subscriptions:

- Try searching a University's institutional repository (e.g. [Edinburgh Research Explorer](#)) and link to this from your Resource List
- If an article has a Creative Commons (CC) licence, this will indicate the conditions under which it can be shared and adapted. See section five for further information.
- Request scans of individual articles (See section two).

If you're having trouble finding a copyright-complaint version of a text, contact Library.Learning@ed.ac.uk for help.

5. Add Creative Commons licensed content

CC licenses are tools for creators to offer usage rights to the public, while reserving other rights. Content creators can attach a licence to their work specifying conditions under which it can be shared and adapted. There's more information on the different types of CC license on the Open.Ed website: <https://open.ed.ac.uk/how-to-guides/curious-about-creative-commons/>

When you upload a file to your Resource List, there is an option to select a CC licence for the content. All Resource Lists have a CC BY-NC-SA licence by default.

Search for more CC content here: <https://search.creativecommons.org/>. There is also wide range of open education resources available on the Open.Ed website: <https://open.ed.ac.uk/edinburghs-oers/>

6. Add a document to a List (eg, a Word doc or PDF)

Sometimes it is difficult to find reports on large organisations' and government websites, you may want to use a report which is no longer available online or you might have created documents in-house for use in teaching. In cases like these, you may prefer to upload a file to your Resource List to make it easier for students to access. To add a file (eg a Word doc or PDF):

1. Make it clear on the document who the author is and if any special permissions have been granted for use
2. Click on the plus icon
3. Select the **Create** tab
4. Drag the files you'd like to add to your list into the box or browse and upload the file
5. Complete the form adding title, author, type and any other relevant information
6. You'll be asked if you're the author. Click on **No Declaration** if you're not the author or if you're not sure about copyright.
7. Select the section you'd like to add the document to and click **Add**
8. Use the **Send list for review** button at the top of the Resource List so the Library can check copyright and make the link visible.

Please note:

- When **No declaration** is checked, uploaded documents or PDFs need to be reviewed by the Library before the citation is 'complete' and the option to download the file is visible to students.
- Any files added to a Resource List this way can be read by **anyone with a University login**.
- Library Learning Services will contact you if we're concerned a document on a Resource List is not copyright-compliant and we will always try to source an alternative version.

7. When it may be okay to use your own scans

You **may** be able to use your own scans for teaching if:

1. You are the copyright holder;
2. The book is out of copyright;
3. You have explicit permission from the rights holder to use the text for teaching.

If you're in any doubt, please contact: Library.Learning@ed.ac.uk

If you need help with your Resource List, please contact Library.Learning@ed.ac.uk

There's more information about the [E-reserve service](#) on the University website.

The copyright enquires service at copyright@ed.ac.uk can help with other copyright queries.



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