



Material for Inclusion in Library Photocopy Collections

All items deposited in Library photocopy collections must comply with copyright legislation and licences held by the University.

Form to be attached to photocopy and retained for future reference.

Please provide the following information:

Q1. Is the item available electronically?

- No** – Go to Q2.
- Yes** – Printouts from electronic journals and databases cannot be added to the collection for licensing reasons. E-item links can be created in the Voyager library catalogue. [see Note 1]

Q2. Is the item an original document?

- No** – Go to Q3.
- Yes** – Original documents (e.g. pamphlets, leaflets, offprints, or lecture notes which do NOT include any copyright material) can be added to the collection immediately. [see Note 2]

Q3. If the item is a photocopy, was it obtained through the Interlibrary Loan service?

- No** – Go to Q4.
- Yes** – Photocopies supplied by the ILL service are for the requester's personal use only. Photocopies required for Library use must be obtained through a Copyright Cleared service. Please ask Library staff for details.

Q4. Is the material covered by the CLA Photocopying Licence? [see Note 3]

- No** – Library staff will ensure that clearance is obtained from the rightsholder **before** adding the item to the collection. If permission has already been obtained, please attach a copy.
- Yes** – The item can be added to the collection immediately.

Lecturer's name	School / Department
Module number	Duration of course
Full reference of item	
[Please include ISBN/ISSN and page range]	

Note 1. It is not always possible to create a stable e-item link to an individual article. If no stable link can be established a photocopy made from the paper version of the journal can be added to the collection. If the Interlibrary Loan service is used to obtain a photocopy for this purpose, a Copyright Cleared service must be used.

Note 2. Original documents (i.e. not reproductions) can be included in the Short Loan Collection without the need for copyright permission. However, photocopying of such documents by students may be subject to copyright restrictions. Multiple copying will require clearance, either under the CLA Photocopying Licence or direct from the rightsholder.

Note 3. For further details see the INSRV information guide 'Copyright Licensing Agency (CLA) Photocopying Licence' available online at <http://www.cardiff.ac.uk/schoolsanddivisions/divisions/insrv/copyright/guides.html> or ask Library staff.