

Important information regarding the School's Higher Education Copyright Licence

For the attention of all academic staff:

Like all HEIs, SOAS subscribes to a higher education copyright licence that allows staff to copy (both photocopy and scan) limited extracts of published works held in the library for the purpose of teaching.

There are two significant changes relating to the licence that all academic staff should be aware of.

1. New Library service to provide scanned extracts for student reading

SOAS is moving from a devolved approach to scanning extracts for student reading whereby academic staff are individually responsible for scanning and publishing reading material on the BLE, to a managed service provided by the Library.

This will enable SOAS to make use of a new sector-wide Digital Content Store (DCS) for scanned extracts, meaning:

- Academic staff will no longer need to scan their extracts.
- Academic staff will no longer need to attach copyright notices to the extracts.
- Academic staff will no longer need to report details of their copies to the Information Compliance Manager.
- SOAS will be able to make use of matching extracts already uploaded to the DCS by another institution.
- SOAS will no longer need to provide an annual census report to the CLA.
- Academic staff will receive unique links to their extracts on the DCS which they can then upload to their BLE pages for students to access securely.

The Library is still developing this service and will contact academic staff with details in due course.

2. Percentage-based copying limit increased to 10%

The level of percentage-based copying allowed under the licence has increased from 5% to 10% of a published work.

This means that staff can now copy the **greater** of 10% or:

- one complete chapter of a book;
- one whole article in an issue of a serial publication or in a set of conference proceedings;
- one short story or poem not exceeding 10 pages in length in an anthology or short stories or poems; and
- the entire report of a single case in a published report of judicial proceedings.

The new licence terms also remove the requirement that only the latest edition of a book must be used for copying. This is desirable for pedagogic and other reasons.