

HE LICENCE COMPLIANCE: REMOVING SCANNED EXTRACTS FROM BLE (MOODLE)

As you should now be aware, SOAS is moving from a devolved approach to scanning extracts for student reading (whereby academic staff were individually responsible for scanning and publishing reading material onto the BLE whilst ensuring compliance with the School's Higher Education Copyright Licence) to a centralised service provided by the Library – see process charts on next page. This service will be fully operational from Term 2 onwards.

In the interim, the Library have been transferring all **reported** (to either the Library or the Information Compliance Manager under the old procedure) **Term 1 extracts** from the BLE to the Digital Content Store (DCS). The DCS is a HE sector repository that reduces the institutional workload required to make scanned extracts of copyright works available, in compliance with the Higher Education Copyright Licence.

From Term 2, all scanned extracts (including those not subject to the Licence or exempt from copyright) must be published and accessed via the DCS, and no scans should remain on the BLE for this or any previous academic year.

STEPS TO TAKE BY THE END OF TERM 2

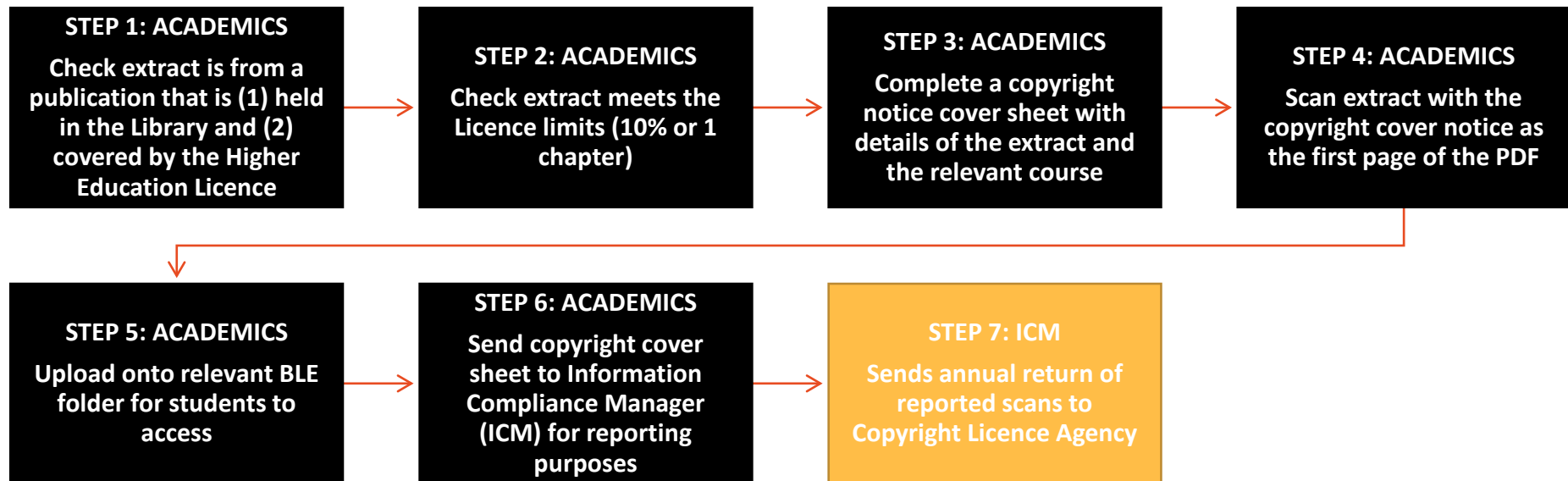
1. If you have any scanned extracts on the BLE for Term 1, ensure you have either reported these to the Library (dcso@soas.ac.uk) or the Information Compliance Manager (copyright@soas.ac.uk) so that they can be transferred to the DCS.
2. Ensure all scanned extracts are removed from your BLE Term 1 folders.
3. Ensure all scanned extracts are removed from previous years' folders on the BLE. If you need to keep these for reference purposes you should save them to another location (eg your shared drives or a USB stick).

These steps must be carried out to ensure the School is complying with its Higher Education Copyright Licence. SOAS is due to be audited by the Copyright Licence Agency in 2017 and they will be mainly checking that there are no remaining scanned extracts on the BLE. Non-compliance could lead to the School losing its licence and the ability to copy extracts from its library books for students.

From **Term 3 onwards**, the Information Compliance Manager will be conducting checks of the BLE and removing any scanned extracts found. For further information please contact copyright@soas.ac.uk.

Information on the new Library service (including FAQs and the scan request form):
<https://mysoas.sharepoint.com/directorates/lis/cso/cus/Pages/Scanning.aspx>.

OLD PROCEDURE



NEW PROCEDURE (FROM TERM 2)

