

Checklist

Making digital copies under your CLA Licence

Licence coverage

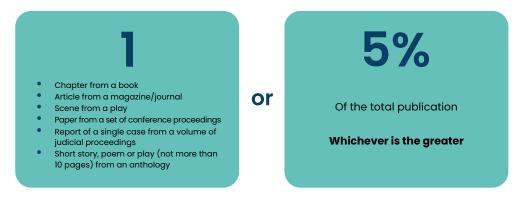
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Ownership

Have you checked that your institution owns or subscribes to the source material?

Extent limits

Does the amount you wish to copy for class meet the following criteria?



Accreditation

Have you noted the TITLE and AUTHOR, and that it was copied under the CLA Licence, on the copy?

Secure access

Is the material being placed where only registered students or staff can access it?

Weeding

As appropriate, at the end or beginning of the academic year, have you sorted through which copies you wish to keep and which you wish to remove?

CLA's Education Platform

Makes the creation of digital copies easier by automating many of these checks. Just visit <u>www.educationplatform.co.uk</u> to set up an account.

Questions about your CLA Licence?

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