

Checklist

Making digital copies under your CLA Licence

Licence coverage

Is the material included for copying under the CLA Licence? Just use the [Check Permissions tool](#) on CLA's site to find out.

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?

<div style="background-color: #008080; color: white; border-radius: 15px; padding: 20px; width: 150px; height: 150px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="font-size: 48px; font-weight: bold; margin-bottom: 10px;">1</div> <ul style="list-style-type: none"> Chapter from a book Article from a magazine/journal Scene from a play Paper from a set of conference proceedings Report of a single case from a volume of judicial proceedings Short story, poem or play (not more than 10 pages) from an anthology </div>	or	<div style="background-color: #008080; color: white; border-radius: 15px; padding: 20px; width: 150px; height: 150px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="font-size: 48px; font-weight: bold; margin-bottom: 10px;">5%</div> <p style="margin: 0;">Of the total publication</p> <p style="margin: 0;">Whichever is the greater</p> </div>
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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 www.educationplatform.co.uk to set up an account.

Questions about your CLA Licence?

Email support@claedqueries.zendesk.com

This checklist is provided for guidance only. Please note that it does not substitute for the terms and conditions of your Licence, and that, in the event of a conflict between the two, the Licence prevails.