Library Scanning Service – Submitting a Request

Does the Library already own an electronic version of the item you wish to scan?

Yes

You may add a link to the web address from within your Blackboard Learn module area (Note that you are not allowed to place a copy of the item directly onto Blackboard Learn)

No

Is the item you wish to have scanned published in the UK, USA, Ireland or any other country with a bilateral copyright agreement with the CLA? For current agreements please check with your subject librarian

No

Under the terms of the CLA licence, we are not allowed to scan items published in countries not covered by the licence.

If it is a distance learning module then you may be able to use the CLA's priced *Second Extract Service* – check with your subject librarian

Yes

Please provide details on the course and the bibliographic details of the material to be scanned to your subject librarian who will complete the relevant scanning form.

Note that there are strict limits to the amount which can be scanned (eg. one chapter from a book, one article from a journal issue or 10% of the work, whichever is the greater). For requirements beyond these limits, you may be able to use the priced Second Extract Service – check with your subject librarian.

The Library will then:

- **Check that the material is covered by the CLA licence**
- **Retrieve items from stock (or acquire a copy, if necessary, from the British Library)**
- **Scan the item and convert it to PDF**
- **Load the file onto the CLA's Digital Content Store and notify you of its availability through the relevant module reading list on Blackboard Learn**