

Digital Copies Review Process

It is important that each year, Digital Copies are subject to internal review to assess whether or not they are still needed for teaching purposes, and to ensure that it is still OK to make existing material available subject to the CLA Licence.

The review should start in April/Easter, and should be completed by the last week of May each year, ahead of submission of the annual return to the CLA.

This process for the review will be as follows. For each course code:

1. All existing Digital Copies must be put through the screening process used for 'new' copies. This includes making sure that all digital copies are run through the Title Search function on the CLA website.
2. Course leaders will be contacted by email and asked to review the list of existing copies. Course leaders will be informed if any existing copies can no longer be made available. Set a deadline to receive confirmation from the course leader.
3. In the event of there being any existing Digital Copies which cannot be made available, these copies will need to be deleted from Moodle and the central file store. Remember to remove this copy from the CLA spreadsheet.
4. Conduct the usual searches to see how else such readings could be made available (e-book, e-journal etc). Suggest alternatives to course leaders.
5. Follow up with course leaders after the deadline, initially by email, then by telephone. Set another, closer deadline.
6. If no response is received from course leaders by the second deadline, declare all copies which can be made available to CLA. Make appointment to follow up with course leader or contact alternative senior member of departmental staff.

Dominic Tate, *Head of Technical Services*, March 2013

Timeline

April

1. Check all 2011/12 DCs using Title Search (Review spreadsheet [here](#))
2. Check if all 2011/12 DCs are in stock
3. Email convenors in Arts, Science, M&E to ask if copies were used this year (2012/13). Notify convenors of any takedowns/URLS. Set deadline to reply: **6th May**

May

4. Attach coversheets to required PDFs and send. Add bib details to [CLA declarations form](#)
5. Deal with any requests for replacement items that might be needed next year (2013/14)
6. Chase all non-replies and set second deadline: **1st June**

June

7. Declare all remaining copies that can be made available.
8. Set another deadline to review: **1st July**

Compliance checking 2013 – applies to all copies ordered in 2012 **2013 ONLY**

1. Check all copies on [Requests for 2012](#)
2. Email convenors to see if they will be used in 2013/14
 - a. If Yes, send PDFs with [coversheets](#) attached
 - b. DECLARE ALL copies in 2012/13 declarations
3. Email convenors to notify about takedowns for 2013.

This can be done in August, but as much checking as possible to be done in June/July.

Dear [XXX],

In order to fully comply with the CLA Comprehensive Licence, under which Digital Copies are provided, the Library undertakes an annual review of the Digital Copies made available each year.

This email relates to course(s) [XXX] on which you are listed as course convenor.

In the 2011/12 academic year, the following Digital Copies were requested for use on this course:

[COPIES]

Please could you confirm, by Monday 6th May, that these copies were used in the current 2012/13 academic year. This is for our records that we report to the CLA each year. If these copies are to be used in future, I would appreciate if you could let me know as, in line with new Library policy, we will need to provide you with new PDFs which carry an RHUL coversheet.

If the following copies are in use, unfortunately they are not covered by the CLA licence and will need to be taken down from Moodle:

[PROBLEM COPIES]

Please do let me know if these will be needed for the coming academic year, and we will look into alternative means to provide these copies i.e. multiple copies of print items, ebook purchase, photocopies.

Finally, the following copies are available electronically via the Library's online subscriptions, and so their Digital Copy PDFs can be replaced with the following URLs if they are to be used in future.

[URL REPLACEMENTS]

If you have any question about any of the above, please don't hesitate to ask.

Many thanks for your help,