



Your CLA Royalties Data Collection - Guidelines for Higher Education 2017-18

Introduction

The collection of CLA royalties data records **photocopying** of published material over a **six week period in either the autumn or spring term**.

Analysis of this data is used to help distribute royalty payments to the authors, publishers and visual artists whose work is being used so your institution's role is an integral and valued part of this process.

Note: it is neither an audit nor a policing exercise; scanning is excluded.

Relevant Content includes:

- Books, magazines, journals, periodicals, etc. including extracts or line quotes.
- Copies of copies, including material previously used.
- Crown Copyright, unless clearly published under OGL.
- Copyright content transcribed from a hard copy publication or online source and used in a presentation (or any printed document) with supporting handout, *but not scanned to the VLE*, should also be captured by providing a paper copy of the slide(s) in question with relevant bibliographic information therein.
- Open resources and material from **hybrid publications** (where a mix of copyright and open access content is included, particularly in journals or other collections of work).
- Relevant copying of material provided to non-credit bearing students covered by the HE licence should also be included.
- Printouts from digital material made under the CLA licence are subject to the same terms and conditions as a photocopy and should be included in the exercise.

Participating Areas

The collection's main focus is on academic or research departments (including non-credit bearing study areas such as professional or short courses) as well as reprographics or any type of print service whether in-house or outsourced, and the library.

1. For **academic departments** we anticipate that data will come from lecturers or anyone copying on their behalf. Other learning or research areas, such as Centres of Excellence, are also included. Administrative departments, such as HR, are generally excluded unless their facilities are used to copy teaching or research resources.

2. **Reprographics** will be required to notify us of all copying of copyright material, using the same method as the academic departments, including course packs.

3. Data is also collected from the **library** but usually only when generated by staff or visiting academics. Students are generally excluded unless copying on behalf of a member of staff though we routinely include post-graduate centres or similar.

4. Printed **course packs** containing third party copyright material are also collected and we require a full replica copy of each pack. This is because packs may contain material from different sources, often in the form of extracts from learned/research journals/monographs as well as chapters from reference books, alongside lecturer prepared material. All packs produced and distributed to students in printed format since 1 September 2017 should be included.

Recording Data

We have different ways of capturing data but the main **photocopying** methodology involves making a copy of the ISBN/ISSN (International Standard Book or Serial Number) page, to create an 'identifier' page. A CLA data label is then completed and attached to the identifier page and 'posted' in the collection box provided. If the ISBN/ISSN number is missing, then a copy of the title page, with author & publisher details, will suffice, the aim being to identify the resource. Course packs are collected as entire packs, along with the number of copies made.

PHOTOCOPYING – EXAMPLES OF DATA WITH IDENTIFIER PAGE

Identifier Page + Data Label, with
ISBN (book)

WASTE MANAGEMENT SERIES 5
OLIVE PROCESSING WASTE MANAGEMENT
LITERATURE REVIEW AND PATENT SURVEY
M. NIAOUNAKIS AND C.P. HALVADAKIS

Olive tree cultivation and olive fruit processing produce large amounts of by-products, including pruning and harvest residues and liquid and solid wastes arising from olive oil extraction and the production of table olives. The disposal without any treatment of the wastewaters, arising mainly from the olive-mill and to a lesser degree from the table olive industries, is known to



Tell us what you copy

Check box if you made photocopies.

X

Which pages were copied (eg. pp. 12-20)?

1-7

If page numbers aren't known how many pages were copied?

How many sets did you make?

23

For Printed Music Licence holders only:

Check box if you made an arrangement of music?

A

www.cla.co.uk

Copyright. Made Simple.

Book Reviews/Carbohydrate Polymers

"This book is sorely needed and will undoubtedly prod further research in the field".

JOHN DEANE

California Olive Oil News (publication of The Olive Oil Source)

Cover Image: Olive-mill, Nova Reperta (Johannes Stradanus, 1523-1605)



books.elsevier.com



Front Cover + Data Label,
without ISBN (book)

Inside Book Publishing

Third Edition

Giles Clark



Data Collection

Use one sticker for each item copied

1. How many pages did you copy from the item

5

2. How many copies did you make of each page

12



Identifier Page + Data Label, with ISSN
(journal/periodical)



The occurrence of haplosporidian parasites, *Haplosporidium nelsoni* and *Haplosporidium* sp., in oysters in Ireland

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ABSTRACT

The phylum Haplosporidia is a group of obligate protozoan parasites that infect a number of freshwater and marine invertebrates. Haplosporidian parasites have been reported in a wide range of important shellfish species worldwide. In this study, we report the occurrence of *H. nelsoni* and *H. nelsoni* sp. nov. in oysters in Ireland and in Spain.

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Tell us what you copy

1. Introduction

The phylum Haplosporidia is a group of obligate protozoan parasites that infect a number of freshwater and marine invertebrates. Haplosporidian parasites have been reported in a wide range of important shellfish species worldwide. In this study, we report the occurrence of *H. nelsoni* and *H. nelsoni* sp. nov. in oysters in Ireland and in Spain.

Check box if you made photocopies.

Which pages were copied (eg. pp. 12–20)?

If page numbers aren't known how many pages were copied?

How many sets did you make?

For Printed Music Licence holders only:

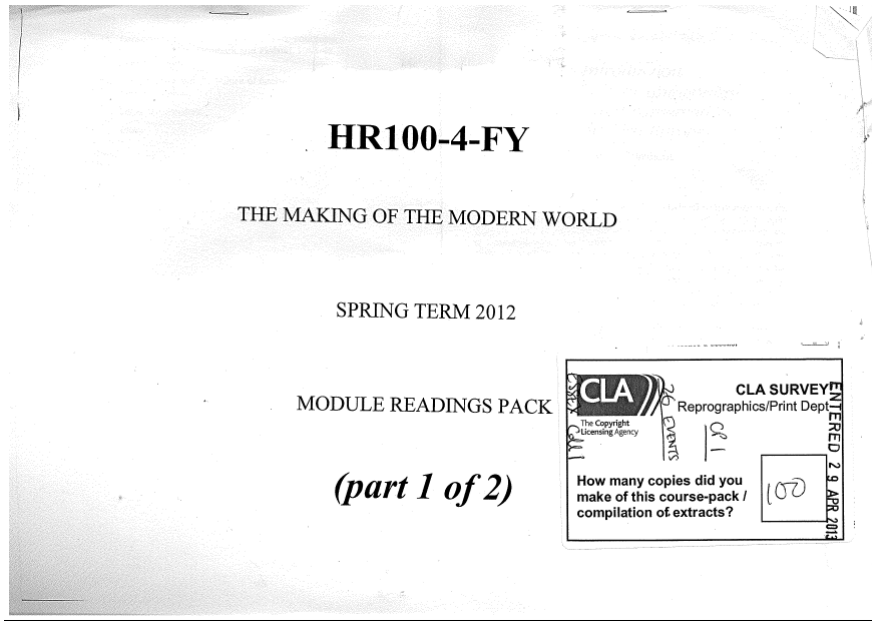
Check box if you made an arrangement of music?

www.cla.co.uk

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† Present address.

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<http://dx.doi.org/10.1016/j.jip.2012.11.013>

Title Page + Data Label, without ISSN
and when copying from a digital
original (journal/periodical)



Course Pack Header
Example

Royalties Data Collection Point



A3 example poster



Your institution holds a copyright licence that lets you photocopy, scan and reuse extracts from digital and print books, journals, magazines, and certain websites.



From time to time we will ask you to **tell us what you copy** to help us pay royalties to the copyright owners whose work is used. Royalty payments help creators and publishers to continue making new content.

If you see a yellow box like this one, we're collecting information. Follow the instructions on the box to help support the creative industries.



Find out more from your licence coordinator:

Or visit www.cla.co.uk

This document is intended for use as guidance only and not as a substitute for the corresponding CLA Licence terms themselves, which should be read in full. In the event of a conflict between the two, the Licence terms shall prevail.

FAQs

What do I need to do for the royalties data collection?

Before the exercise starts your CLA Royalties Officer will set up a yellow box next to relevant photocopiers, along with instruction posters & adhesive data labels. During the collection, whenever you copy from a published source (original or copy of a copy) you are required to let us know. However, if you copied twenty pages from a book for example, we don't need those twenty pages; we just need to know what book they came from.

This is done by **taking a copy of the identifier page** – ideally, that's the page with the ISBN/ISSN on it or the front cover with title, author and publisher details – **fill in a data label**, fix it to the identifier page and then simply **post the identifier page into the collection box**.

What if a publication doesn't have an ISBN/ISSN?

If there is no clear identifier page you can simply write the name and any other details on the sheet you are copying from. The more detail you can give us the better so we can identify the source, even if copying from another photocopy. We also have a number of tools which can help to identify a publication so it's still important to include data from unknown sources.

Why does CLA need this information?

Most of the revenue we get from our licence holders is redistributed as royalty payments. Only by collecting data can we ascertain whose work is being copied and how much the rights' holders should be paid. Academic staff often publish material so, potentially, you could be helping higher education colleagues as well as authors and publishers outside the sector.

Are there any cost implications for my department?

No; there are no penalties for high volume copying of copyright material though it's important to be aware of what the licence allows you to copy legitimately. Details can be found at <https://cla.co.uk/higher-education-licence-docs>.

I seldom photocopy published material - do I really need to take part?

Yes! During the exercise even if you copy something just once you still need to let us know. A one-off copying event may seem inconsequential but when aggregated with data from other institutions or sectors, its value can become very significant.

All my print copies come from digital material – do I need to include it?

Once a paper printout has been made under the CLA licence, it is subject to the same terms and conditions as a photocopy and should be recorded as such as part of the data collection exercise. Please see HE Licence User Guidelines for details.

Why do you include open access and crown copyright content?

Whilst usually beyond the scope of your CLA licence, there are occasions when we are able to make a distribution [payment] for these types of content. Rather than ask colleagues to check qualifying criteria it is easier to include all relevant material and anything which is not payable will simply be filtered out when the data is processed.

Are exam papers which include copyright extracts collected?

Copying of papers for examination use are excluded. However, if any other use is involved, for example using a paper **after** the examination in a lecture or course pack, it will need to be included in the collection.

Further information, including title search and excluded works, can be found at www.cla.co.uk