

FAQs: Scans for Teaching for academic staff

What is the Scans for Teaching service?

The [Scans for Teaching service](#) provides high quality copyright cleared scans of articles and book chapters for use in Moodle.

Who can use the service?

Any member of staff (full-time, part-time, hourly paid) who is teaching on a unit of study can use the service. Please check with course leaders in case there are local workflows to follow.

How to request a scan?

Simply fill out this brief [form](#) and the Scans for Teaching team will send you a link that you can add to Moodle.

What information is needed to request a scan?

You need the unit's name or code for which the scan will be used and the ISBN, title and page range of the required material.

What is required to use the service? The service operates in compliance with the CLA HE licence, however there is no requirement for academic staff to check CLA compliance prior using the service.

What are the limitations of the service?

As per the CLA license, the source material from which the scan is made must be owned by UAL libraries, the work must be covered by the license, and extend of the scan must be no more than 10% of the source material or 1 chapter, whatever is the greatest.

How long does it take to be provided with a scan?

It takes from 1 day up to 4 days depending on where we source the scan.

Can I link to articles, books and book chapters that are in UAL databases?

Yes. Directly link to online sources available through the [library catalogue](#). This ensures students can easily access the exact chapter or article you've assigned.

The full text article I want to use is available via the library catalogue, do I still need to request a scan?

No, you can add a direct link to the article into Moodle.

I want a scan from something that UAL doesn't have in the library - what do I do?

Submit your request anyway, we may be able to purchase a 'Copyright Fee Paid' copy from the British Library to fulfil your request.

If I am using the same materials in my teaching next academic year, do I need to send through another request?

No, if you use it for the same unit of study, you can reuse the same link.

Can I request a scan of a whole book?

No, if the book is available digitally, we can purchase for you. If it is not available to purchase, you can request 10% or 1 chapter, whatever is the greatest.

Can I upload to Moodle a scan I have done myself?

Depending on the ownership the copyright of the materials that you have scanned. All 3rd party copyright materials on Moodle must be requested via the Scans for Teaching service and be added to Moodle as a link.

Can I reuse links for another unit?

No, if you want to use links for another unit, first let us know and we will generate links for your new unit.

Can I add content from the internet to Moodle?

Unless there is an explicit licence allow you to do this such as [Creative Commons](#) then you should just link to the content.

Are there guidelines on how I can use copyrighted materials in my teaching?

Yes, the [Copyright LibGuide](#) provides information on how you can use text, audio, video legally in all your teaching and research.

I have another question about the scans for teaching service that is not answered here, who can I contact?

Please contact the Scans for Teaching team available at copyrightnoticeform@arts.ac.uk

I have further questions about copyright, who can I speak to?

You can contact the Copyright Librarian, Andrew Gray a.gray@arts.ac.uk