

Digitisation FAQs

What is digitisation?

Digitisation is the conversion of data into digital form that can be processed by a computer. A scanner is used on print documents to create a PDF (or portable document format).

What does the Digitisation Service do?

The library provides PDFs of print book chapters or journal articles for access by students registered on a module, usually via their module VLE.

Do I have to get items digitised through the library?

Yes, digitisation procedures are regulated by our Copyright Licensing Agency Photocopy and Scanning HE Licence which requires that designated persons, in this case specific library staff, operate the system.

How do I make a request?

Complete the form on the library website:

<http://libweb.anglia.ac.uk/academic/digitisation/start.html>

If you have any problems with the form, please contact your **library team**.

What information does the form require?

- Your details: name, email, university login & faculty
- The module details: code, title, dates, the number of students on the module (this may have to be an estimate at this stage) and delivery by VLE or email.
- Book details: ISBN, title of the book, author(s) or editor(s), publisher, year of publication, edition, title of chapter or extract and start & finish page numbers. You can do a search for the details from the form to populate some of the book fields.
- Or journal details: title of journal, author(s) of article, title of article, year, volume issue, start and end page numbers and ISSN.
- Further information: source of the material – does the library stock the item or not? Does the library have a digital version or not? Does the extract include pictures or not?

How much of a book or journal can I have digitised?

Under our licence you can have up to a chapter or extracts not exceeding 5% of each book, (whichever is greater) and one article from any one journal issue - per module cohort. However it is possible to have the same or another chapter, extract or article from the same source for another module. The library may be able to obtain the permission of the copyright holder for additional content, but costs and timescales are unpredictable. The source must be reproduced as it appears in the original and no parts of the page excluded.

Why are there restrictions?

The service is governed by the terms of the UK's Copyright Licensing Agency Photocopy and Scanning HE Licence. We need to adhere to its conditions to avoid copyright law infringement and potentially the loss of the licence.

Can I ask for anything to be digitised?

The licence covers material from publishers based in, or with offices in, the UK and some international territories. It excludes certain categories of materials (maps, music), some publishers, specific authors and certain publications. There are more details at:

<http://libweb.anglia.ac.uk/academic/copyright.html>. If we cannot obtain an item we will investigate further. It may be possible to obtain the agreement of a specific publisher to digitise, but costs and timescales vary.

How many items can I request?

There is no limit on the total number of items, providing that they do not exceed a chapter or 5% of each individual book (whichever is greater) and one article from any one journal issue - per module. If you have a large number of items, request them in plenty of time before the module starts.

Can I ask for a chapter or article that the library does not stock?

Yes, you can request digitised chapters/articles of print items whether they are in library stock or not via the library digitisation form at:

<http://libweb.anglia.ac.uk/academic/digitisation/index.html>. If the British Library has a copy they will supply us with a legal scan. If they do not have it we can explore alternatives.

Can I use the same chapter or article in another module?

Yes, but a separate request must be made for each module.

Where can I make the digitised items available to students?

Access to the scanned documents is only allowed to students that are registered on the course. They can be accessed via the module VLE or emailed directly to students.

Who can do the scanning?

Under the CLA Licence, only library staff are authorised to scan or obtain legal scans from the British Library.

Can I request a chapter or article if the library already has the whole e-book or e-journal?

Even if the library already has an e-book or an e-journal, under our extended licence, you can now request a digitised chapter or article for the VLE. You would not be able to copy digital items yourself for this purpose, but simply complete the online form in the usual way. Alternatively, links can be provided to e-books and e-journals from the VLE following the instructions at:

<http://libweb.anglia.ac.uk/academic/linking.htm>. Contact your **library team** if you have any queries.

How long does the process take?

Please submit requests three-four weeks in advance of the time the material is required. Once you have sent your request, the timescale will depend upon the volume of requests being dealt with at the time and the availability of the item. If we cannot obtain an item under our licence we will investigate further

as it may be possible to obtain the agreement of a specific publisher to digitise, but costs and timescales for this vary.

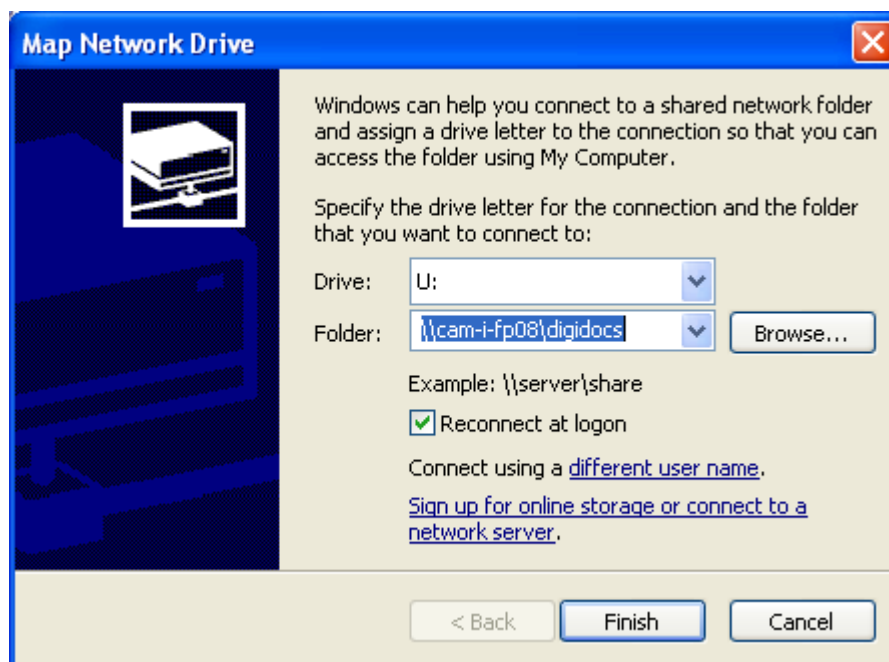
How do I know when the digitised items are ready?

You will be contacted by email when your request has been digitised. You can then collect your document from the Network Drive and upload it to your module VLE.

How do I access the Network Drive?

Items are stored in the Network Drive. In order to set up access to the Network Drive for the first time (PC users) follow this procedure:

- Open **My Computer**
- Click on **Tools** and then
- **Map network drive**. This box will appear:



- In the **Drive** box - select drive letter U
- In the **folder** box type in \\cam-i-fp08\digidocs
- Ensure the **Reconnect at logon** box has a tick in it (then you won't have to go through this process again)
- Click **Finish**
- Once this process is complete you can access the drive whenever you need it from My Computer
- There is more information on remote access, including instructions for **Mac** users at:
<http://web.anglia.ac.uk/onet/isms/staff/needhelp/remotefaccess/remotefaccessfiles.phtml>

How do I collect my digitised items?

- To retrieve your document, go to your module VLE, Shared Documents page.
- Click on **Upload**
- Click on **Browse**
- Choose **My Computer** and click on **Digidocs on SU fileserver**

- Click on the file for the current year, then your faculty and locate your module file
- Click on it and locate the required PDF which will then be uploaded to your module VLE

Can I make a request when I don't know how many students will be on the module?

We strongly advise you to put requests in early and you can use your best guess for the number of students; you can give us the accurate figure later. Please include all the students on the module, on campus, in partner colleges and distance learners.

Can I make digitised material available to all students in the department?

The terms of the CLA Licence require that digitised documents are only to be distributed to a cohort of students who are registered on a module for the period of the module. You would have to make separate requests for each module cohort.

Can you supply a format suitable for a student with disabilities?

The Digitisation Service provides all extracts in PDF format. If this format is suitable for a particular student, the library's main digitisation service would work for them as well as the rest of the module cohort. If the student needs an alternative format, contact the Transcription Service:

<http://web.anglia.ac.uk/anet/rdcs/artc.phtml> for advice.

I've found an article or e-book on the Internet – can I use that instead?

Beware of legally dubious sources on the Internet which infringe copyright. Check the site for a copyright or terms and conditions section, but even if there isn't one don't assume you can distribute the material. If in doubt, ask permission of the copyright holder. There is some useful guidance on copyright at: http://www.cla.co.uk/copyright_information/copyright_information/

I've been given a pdf of an article or chapter - can I use that?

It is important to establish whether the PDF came from a legally acceptable source. If a friend at another university downloaded it from one of their ejournals and gave it to you, it would not be acceptable to make it available to students on your VLE. If it came from one of our subscribed databases or ejournals, you need to make a link on the VLE; details at:

<http://libweb.anglia.ac.uk/academic/linking.htm>. If you need help with linking please contact your **library team** for advice.

If I want to use the same item again next semester or year do I have to make another request?

If the item is intended for a new cohort on the same module you should receive a Digitisation renewal email from the Digitisation team. If it has not arrived within 4 weeks of the start of a new semester – please contact digitisation@anglia.ac.uk. However if the extract is for a different module, you will need to complete the request form. Please delete the PDF you used for

the previous cohort. You will be notified when you can collect the PDF for the current cohort from the Network Drive.