

**Default Question Block****Copyright and E-learning Survey: Scanning Services in UK Universities**

Jane Secker and Chris Morrison are currently updating the book *Copyright and E-learning: a guide for practitioners*, first published in 2010 by Facet Publishing. Chapter Two of the book drew on a survey conducted in 2009 to capture data about the scanning services offered by UK universities, largely shaped by the Copyright Licensing Agency's HE Licence.

In order to update the book we are repeating this survey to collect data of the situation from across the higher education sector in 2015. All responses will be anonymised and we plan to share the dataset openly if others wish to access it. We will also share an open access version of our report via the LSE / Kent institutional repositories.  
The survey is open until Friday 27th November at 5pm.

We would be grateful for your time in completing this survey. If you have any questions please email [j.secker@lse.ac.uk](mailto:j.secker@lse.ac.uk)

Thanks in advance  
Jane Secker & Chris Morrison

Name of your institution

Your name

Your job title and department

Does your institution use any of the following services? (please tick all that apply)

- Heron - Packtracker only
- Heron - Full Membership
- Higher Education Scanning Service (HESS or EHES)
- CLA Second Extracts Permission Service (SEPS)

Approximately how many digital readings did your institution make available to students in 2014-15?

How many staff in terms of Full Time Equivalents work mainly on creating digital readings?

Do you have a dedicated team in this area?

If there is no dedicated team, how is the creation of digital readings undertaken?

What is the motivation for scanning core readings within your institution? Please rank your top 3 reasons using 1, 2 and 3

- Improve access to course readings
- Reduce need for multiple copies (save space)
- Reduce need for multiple copies (save money)
- Support for e-learning
- Meeting student expectations
- Raising the profile of your library
- To comply with the CLA Licence / copyright law
- Other (please specify)

Do you actively promote your scanning service?

How? (e.g. via web pages, leaflets, etc...)

Why not?

How do you manage data reporting?

- Central record sheet (using spreadsheet provided by CLA)
- Individual record sheets completed by departments
- Use Packtracker to generate record sheets
- Talis Aspire Digitised Content
- Use the VLE to generate reports
- Other, please specify

Do you have any comments about the data reporting process in your institution and any problems it might cause?

Do you arrange transactional clearances for material not covered by the CLA Licence? Please select all that apply

- No
- Yes, with publishers
- Yes, via the Copyright Clearance Centre
- Yes, via Heron

Do you regularly consult the CLA website?

How useful do you find it?

Do you scan material in-house or out-source this work?

- In-house
- Out-source
- Both

Please tell us more about who does the in-house scanning?

When you out-source, which service do you use? Please select all that apply

- British Library
- Heron
- Other

Do you routinely create text files (OCR) digital readings for students?

Do you provide accessible files for students with a disability or visual impairment?

- Yes
- No
- Don't know
- Comments

Where do you scan from? Please select all that apply

- Original source
- Photocopies
- Copyright fee paid copies
- Other

Do you have a limit on the number of readings per course?

Yes (please specify)

No

Comments

How are digital readings delivered to your students? Please select all that apply

Via the Library catalogue

Via a reading list system

Via the Virtual Learning Environment

Other

Where are the digital readings stored? Please select all that apply

In the VLE

On a secure server

In the Talis Aspire Digitised Content system

Other

If you are using a reading list management system, which system do you use?

Talis Aspire

Rebus

Leganto

Other, please specify

Do you use software to support the management of digitised readings?

No

Packtracker

In-house system

Talis Aspire Digitised Content (TADC)

Other

Do you collect usage statistics about digital readings?

Do you take any action on the basis of these usage stats? (e.g. remove unused readings)

If you receive requests to scan something that is available as an e-book or e-journal, what is your policy? Please select all that apply

- Purchase content in electronic format where possible
- Purchase content in electronic format if affordable
- Digitise item regardless
- Other, please describe

Do library staff have access to the VLE?

Are any other types of digital resources available via the VLE, such as audio/video material?

- Yes (please describe)
- No

Is the digital media managed by library staff?

- Yes
- No
- Don't know
- Sometimes / it depends
- Comments

If you would like to be kept informed of the results of this survey please enter your email address

**Block 1**