

Notice for Display

Photocopying, Scanning and Digital Re-use under the terms of the Higher Education Licence

1 August 2019 - 31 July 2024

This institution holds a licence with The Copyright Licensing Agency Ltd (CLA) that, subject to terms and conditions, permits the copying and re-use of extracts of text and still images from printed books, journals and magazines, and from digital publications including some free-to-view and subscription websites. You can find the full terms and conditions of the Licence at cla.co.uk

What can I copy?

- The Licence covers most printed books, journals, and magazines published in the UK, plus many published overseas and a large number of digital publications
- You can check whether an item is covered by your CLA Licence by using the Check Permissions search tool, available at cla.co.uk

How much can I copy?

Up to the following may be copied under the Licence:

- One whole chapter from a book
- One whole article from a journal issue
- One short story, poem or play (not exceeding 10 pages in length) from an anthology
- One whole scene from a play
- One whole paper from a set of conference proceedings
- One whole report of a single case from a volume of judicial proceedings
- Or 10% of the total publication, whichever is the greater
- Where a digital publication is not organised in a similar way to conventional printed items, you are advised to exercise your best judgement to copy reasonable extracts

Can anyone at the institution copy under the Licence?

- All staff and students may make photocopies for all licensed purposes
- All staff may make digital copies for licensed purposes except course provision. Additional requirements apply to digital copies for course provision, so check with your institution; generally, only staff specifically trained in this role are permitted to make digital copies for course provision.

Who can I make copies for?

Copies may be distributed to registered students and members of staff. Copies made for students on a Course of Study are subject to specific conditions and reporting requirements.

Further Information

Please contact your CLA Licence Co-ordinator (details below) or institutional copyright advisor. Further information can also be found on our website, cla.co.uk

CLA Licence Co-ordinator

Job Title: CLA Licence Co-ordinator

Tel. No.: 01223 330077

Cambridge University Libraries
Dept.: Copyright Group

Email: copyright-help@lib.cam.ac.uk

This notice is provided for guidance only. Please note that it does not substitute for the terms and conditions of the Licence — in the event of conflict between the two, the Licence terms and conditions prevail.