A guide to producing course packs

If you would like this document in an alternative format please ask staff for help. On request we can provide documents with a different size and style of font on a variety of coloured paper. Electronic versions can also be supplied.

What is a course pack?

A course pack is designed to support a course of study or module, and may consist of a compilation of photocopied extracts.

Copyright protected material can only be copied under the terms of the Copyright Licensing Agency (CLA) licence, or other licence, or with the written permission of the copyright holder.

Course packs can be placed in the Short Loans Collection, located in the High Demand area of The Library.

Why produce a course pack?

The growth in student numbers, greater emphasis on self-directed learning and resource constraints have led to students experiencing difficulty in obtaining their recommended reading.

Other problems faced by students today include:

- modularisation resulting in large numbers of students needing to consult the same article or chapter at the same time
- long Holds queues to borrow high demand texts
- short loan periods which can be unsuitable those who visit the University infrequently
- difficulties in locating or using material which has been misfiled, hidden or vandalised

There are also an increasing number of students who live some distance from the University and cannot visit The Library.

A course pack is an efficient way of providing students with readings relevant to their particular course by bringing together extracts from several publications tailored to the needs of the course.
However, a course pack should not be used as a substitute for the purchase of key textbooks.

Textbook substitution might occur if a particular combination of photocopies and/or digital copies made available through a course pack adversely affected a student’s decision to buy one or more textbooks for their course.

The CLA have produced a good practice guide on the creation of course packs highlighting how the licence can be used to broaden the students’ learning experience without substituting for the purchase of original materials:


What can be copied for inclusion in a course pack?

**Photocopied books and journals**

Material that is covered by the CLA licence can be photocopied for a course pack without seeking additional clearance.

The University must own a copy of the original publication. Tutor’s own personal copies, proof or inspection copies from publishers or personal interlibrary loan copies cannot be copied under this licence.

Copies should be made from the current published edition unless there is a valid pedagogical reason for using a superseded edition.

Certain categories of works and specific publications are excluded from the licence.

Check the CLA’s Excluded Works List – the most up-to-date version is available on the CLA website at:

http://he.cla.co.uk/complying-with-your-licence/what-cant-be-copied-2/

If the work appears on this list it cannot be photocopied without permission.

If the publishers are international, check the lists of publishers and countries who have an agreement with the CLA:

http://he.cla.co.uk/complying-with-your-licence/what-can-be-copied/international-territories/

There are also limits to the extent to which any work can be copied.

During a course of study (or module), whichever is greater of 5% of a published work or

- one whole chapter from a book
- one whole article in a periodical or set of conference proceedings
- one short story or poem from an anthology (but not exceeding 10 pages in length)
• one whole report of a single case, in the case of law reports.

These limits apply no matter how the material is distributed i.e. you cannot include one chapter in a course pack and for the same module, place a further chapter from the same book in the Short Loans collection.

Any copying beyond these limits requires clearance, and must be accompanied by written permission from the rights holder(s).

**British Library Copyright Fee Paid Photocopies**

If the University does not own a copy of the original published edition and it is not practical or feasible to purchase one, it is possible to order a copyright fee paid photocopy from the British Library.

These photocopies may be of journal articles or book chapters which are then added to stock in the Library.

They can subsequently be used as a source for making multiple copies, provided that the works are not excluded from the CLA licence.

Copyright Fee Paid photocopies must be ordered via your Academic Librarian as The Library will need to fund the costs. The photocopies remain the property of The Library.

**Newspaper articles**

Newspaper articles can be included in course packs, under the terms of the Newspaper Licensing Agency (NLA) Licence. A maximum of 250 copies can be made of a text article photocopied from a print newspaper.

Extracts from electronic newspapers can only be included with permission from the supplier or under the terms and conditions of access.

**Electronic sources**

Extracts from databases or electronic journals can only be included if the terms and conditions of each individual database or journal supplier allow this.

Many ejournal licences now allow ‘parts’ to be included in both print and electronic course packs.

Some publishers allow “reasonable extracts” to be printed out from their websites under the Copyright Licensing Agency (CLA) Licence. Contact the Copyright Clearance Service for further information.

Material available via the internet is copyright protected and permission must be sought before producing multiple copies for course packs (unless the website states specifically that this is permitted or the site is covered by the CLA Licence).
How can a course pack be made available in Short Loans Collection?

Course packs can be added to The Library’s Short Loans Collection. They can be borrowed for use from the High Demand Area in The Library and can be further copied (subject to certain conditions).

Contact The Library for further details.

If the packs contain material that has been copyright cleared, they must be accompanied by the written permission.

What needs to be considered in producing course packs?

- Costs
  any clearance fees are set by the rights holder and usually charged per page per copy. The type of material used, length of extracts, and production costs will all effect the price of the completed course pack

- Full bibliographic details
  the material used must be clearly referenced

- Substitution
  it may not be possible to get copyright clearance for some material

- Clean, legible originals
  it is preferable to photocopy from the original publication where available. If this is not possible, a copy from a copy can be made but the University should own the original work

- Advance preparation
  the length of time needed to prepare the material, seek any necessary clearances, and produce the finished course pack.

How do I obtain copyright clearance?

The Copyright Clearance Service, based in The Library, is available to all staff for advice.

The Copyright Clearance Officer can identify whether the material requires clearance and contact rights holders on your behalf. You will be provided with regular progress reports and approximate costings.

How long does it take?

Clearance involves identifying the rights holder, making contact and waiting for a response.
It is recommended that an allowance of 6-8 weeks is given if copyright clearance is required.

Providing the full bibliographic details will speed up the process.

**Who pays for the clearances?**

Your Faculty or department should pay for the clearances and other associated costs, but the money can be recouped by the sale of the course packs to the students.

The CLA licence does not permit course packs to be sold for profit. However, the University can charge students a fee sufficient to cover the administrative costs associated with making the course packs.

The final cost of a course pack will include:

- Any clearance costs
- Reprographic, binding and presentation costs.

**What about “Electronic course packs”?**

Collections of resources which can be accessed online, either through X-stream modules or via a CD resource disk can include copyright protected material if copied under an appropriate licence.

Some electronic journals and databases permit parts to be incorporated into electronic course packs. Check the terms and conditions of each licence before proceeding. Some are covered by the CLA licence but terms and conditions apply. Contact The Library's Digitisation Service for advice.

Chapters and articles from print books and journals can be scanned under the terms of the CLA licence by the Digitisation Service within the Library.

The scanning provisions within the CLA Licence are similar to those for photocopying. The University must own a print copy (and not already have online access), the works must not be excluded from the licence and the same copying limits apply.

The extracts are converted into pdf files and tutors are sent a link to each file which can be added to an X-stream module as a list of readings or “electronic course pack”.

The benefits of an online collection of readings over a printed course pack include twenty-four hour access to readings via X-Stream and no production costs as the Library will scan the items on your behalf free of charge.

Contact digitisation@leedsmet.ac.uk further information.
Further help

Contact Rachel Thornton in the Copyright Clearance Service for further details.

Telephone: 0113 812 7472

Email: r.thornton@leedsmet.ac.uk

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