



British Library and CLA Licence Plus Webinar Q&A 3rd February 2016

Q. Does "NHS" in this context just mean "NHS England", or is it across the whole of the UK?

This webinar was specifically for NHS England staff. Therefore during the webinar when we refer to NHS we mean NHS England.

Q. On the CLA guidance poster it states: "all members of the NHS workforce". This suggests NHS Scotland and NHS Wales also, is this the case?

The NHS England Licence Plus covers staff from NHS England only. We will work with HEE to update the poster to clarify this point.

Collaboration

Q. How do we know which other organisations have a CLA licence? Is there a straightforward way we can find this out?

Before sharing copies with another organisation such as a hospice or local authority under the licence, you should check and register it with the customer services team at CLA. You can find the contact information at www.cla.co.uk/customer_info. You only need to check each organisation once - we keep a record of registered collaborating organisations so you don't have to keep your own list updated.

Q. If we provide a copy of a CFP article to a contractor or collaborator, how do we make sure they don't do any further copying to non-NHS staff?

It is good practise to inform all recipients of copies about the CLA licence, what it permits and its limits. Recipients will be able to make their own judgement whether they are permitted to make further copies depending on their unique situation.

Q. Are we permitted to supply and receive articles from NHS Wales, Scotland etc as collaboration partners?

CLA is unable to include other NHS regions as collaboration partners under the terms of its mandate from rightsholders. Each NHS region has its own CLA licence with its own terms. However, collaboration with other licensed organisations in any location is covered under the NHS England licence.

Q. What about if the collaboration partner is an individual, not from an organisation? (E.g. a contractor whose services are bought in for the project)

A contractor would be covered as an authorised person under the NHS licence, or that of a collaboration partner.

Q. There is an increasing number of private healthcare services who may want NHS library services. Can we only supply them under library privilege?

No, library privilege is for non-commercial research or private study only.

Q. We have university staff who are contracted to work for us. Do I need to check if the University has a CLA licence?

It depends on individual circumstances but if they are contracted it is likely they will be covered as an authorised person under the NHS licence. For specific queries please contact the CLA customer service team.

Q. Would providing training from NHS to local government count as collaboration?

Yes, provided the training is not paid-for.

Library Privilege

Q. If you are able to get an article for free under Licence Plus, why would you use Library Privilege?

The Licence Plus CFP articles are not free, they have been paid for centrally by the Department of Health. We would encourage information professionals to make their own judgement regarding the benefits and disadvantages of either source.

Q. Can the Library Privilege copyright declaration be electronic?

Yes, electronic declarations are acceptable.

CFP

Q. Is a CFP article free, or is it just the normal cost minus the cost of copyright fees?

The NHS Licence Plus service covers both the cost of the copyright fee and the service charge from the BL. It is all paid for centrally by the Department of Health and available to use at no extra charge under the licence.

Q. How will we know if a document available via the British Library is copyright fee paid?

You can go online to the BL On Demand service at <https://ondemand.bl.uk/onDemand/home> and check the online catalogue to see if the article is available CFP.

Q. Will the allocation of CFP articles run out if we use too many?

CLA is able to increase the allocation of CFP articles if needed and will be regularly coordinating with the Department of Health and Health Education England during the term of the licence. Therefore individual librarians do not need to be concerned about running out of articles to use.

Q. Can the allocation be rolled over into the next financial year?

No, the allocation will not be rolled over to the next financial year. From 1 April 2016 a further allocation of articles will be available for that financial year.

Q. If the NHS developed a database of CFP articles, to enable sharing of supplied copies, would this breach the 'searchable database' exclusion in the licence?

Effectively yes – this condition in the licence is to prevent licensees creating a database that could reduce the need to subscribe to original published journals.

Q. Can all articles be accessed as CFP articles? Or just a select few?

The British Library can provide almost all of its holdings and licensed material through the CFP service.

Q. You mentioned checking the catalogue to see if an article is copyright fee paid - could you send an example?

You do not need to check with the BL to ascertain if an item is available through their CFP service, you just need to send a request using your new, dedicated CFP account. However if you would like to check availability, you can search our online catalogue and ordering interface BL On Demand at <https://ondemand.bl.uk/onDemand/home>.

Q. I believe we have been told we are restricted to using the CFP service, is this correct?

We are unable to answer this question as we are not party to any internal NHS advice given to specific trusts or areas.

Licence compliance/ Administration

Q. How can NHS librarians find out which articles have already been supplied under Licence Plus and are thus already owned?

CLA is aware that this would be useful and that there is a need for a simple way to find this information. We are currently investigating potential solutions.

Q. I'm assuming that it is permissible to make a database/excel spreadsheet containing the details of those articles etc. that we have gained under CLA Licence Plus. You said we can't have a searchable database of articles, but would it be permissible to make a spreadsheet of abstracts so that we can tell library users what we have?

If you would like to keep a record of what you have purchased through Licence Plus this is acceptable. It should not however be a centralised and searchable database that could reduce the need to subscribe to original published journals.

Q. Are there any restrictions on scanning articles from US journals?

If you are making copies under the CLA Licence, or ordering CFP articles from the BL, CLA would suggest you use the Check Permissions tool which can be accessed at www.cla.co.uk/checkpermissions as some US journals do have restrictions. This will clearly tell you what you can and cannot do with the content.

Q. Do we need to set up another account for the NHS Licence Plus service, even if we already have a British Library on Demand account?

Yes, as the CLA will receive the invoice for supplying the article from the British Library, a separate account is thus required.

Q. How do we define "commercial"? What if the user works in a department that generates income?

Library privilege is for non-commercial research or private study only – it is not to be used to support commercial research for direct or indirect economic or commercial advantage.

Q. Please can you clarify when a copyright declaration form is and isn't required?

A declaration form is required when you are requesting a copy for the sole use of one individual for non-commercial research or private study under the Library Privilege Service. A declaration form is not required for the NHS Licence Plus/CFP service.