



The Copyright  
Licensing Agency

# NHS England Licence Plus

## Webinar

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# Housekeeping

The screenshot shows a Zoom meeting window with the following sections:

- Attendees:** 3 out of 101. A list titled "Attendees (2)" and "Staff (1)" is shown under the heading "NAMES - ALPHABETICALLY". The list contains "jo warner (Me)" and "Sarah Brear". A search bar is located below the list.
- Audio:** Options for "Telephone" and "Mic & Speakers" (selected). A "MUTED" indicator is shown with a volume level of 000000000.
- Questions:** A question is displayed: "Q: can you all see my question?". The answer is: "A: I can see your question". A "Send" button is at the bottom right of the questions section.



# Agenda

- CLA Licence Overview
- What can be copied under the licence?
- How much can be copied under the licence?
- What sort of copying is allowed under the licence?
- Who can make and receive copies?
- Introducing Licence Plus
- Benefits of the British Library service
- More about Library Privilege and CFP
- Collaboration with non-NHS staff
- Conclusions
- Question and Answer session

# CLA Licence Overview

- Not for profit, owned by publishers and authors
- Central licence with Department of Health covers all NHS organisations and staff
- Current licence since April 2015:
  - Includes annual allocation of copyright fee paid articles from the British Library
  - Allows sharing of copies with non-NHS staff under certain conditions

# What can be copied under the licence?

- Books, journals, magazines – almost all published works
- Print and digital including many websites
- Use Check Permissions to identify whether a work is covered

# Check permissions tool

## Check permissions

### View Search Tips

### Display Results By

Results per page 25 ▼

Sort By Relevance ▼

### Refine Results By

#### Publication type

Journal/Magazine (1)

#### Publisher

John Wiley and Sons Limited (Journals) (1)

15332500

×

Search

Found 1 result for '15332500'

Page 1 of 1

### 1. PAIN PRACTICE

**ISSN:** 15332500

**Publication Type:** Journal/Magazine

**Publication Form:** Digital

**Publisher:** John Wiley and Sons Limited (Journals)

**Country of Publication:** United Kingdom of Great Britain & N. Ireland

**Check Permissions by:** Public Sector ▼

Show Permissions

# How much can be copied under the licence?

- Up to two articles from a single issue of a journal
- Several articles if on the same theme
- One chapter from a book
- Or 5% of a work whichever is the greater
- Multiple copies and copies of copies
- No copyright declaration needed

# What sort of copying is allowed under the licence?

- All sorts of everyday copying, storage and reuse
- Photocopying, scanning, digital reuse
- Intranet or secure network (but creating a centralised searchable database is not permitted)
- Paper copies for patients and carers



# Who can make and receive copies?

- Everyone in the NHS
- Plus staff of other organisations working on specific projects with the NHS (as long as these organisations also have a CLA licence)
- This may include universities, charities, hospices, local authority social care, professional associations, etc

# Don't forget - to ask questions

On the right hand side of your screen you will see the control panel which includes a questions box. Please write any questions or comments you have throughout the session into the question box which we will be monitoring throughout the session. We will also have an open question session at the end.

# Introducing Licence Plus

- Partnership with British Library On Demand
- Allocation of copyright fee copies at no extra charge
- Copyright-fee paid (CFP) = document supply licensed by rightsholder or CLA
- Copyright fee is paid to rightsholder
- Article is considered 'owned' by the NHS
- Licence Plus removes problems with DRM on CFP copies

# Requesting items from the British Library

- **Library Privilege Service**

- 1 copy of 1 book chapter or article
- Signed declaration form – keep for 6 years plus the current year
- BL supplies with encryption
- NHS library pays the service charge
- Use existing BL account number

- **CLA NHS Licence Plus Service**

- Use where BL cannot supply an LP copy or to obtain a copy for sharing/storing
- No declaration form required
- BL supplies unencrypted
- No charge to NHS Library – invoice for service charge and copyright fee goes to CLA
- Need to set up a second BL account number

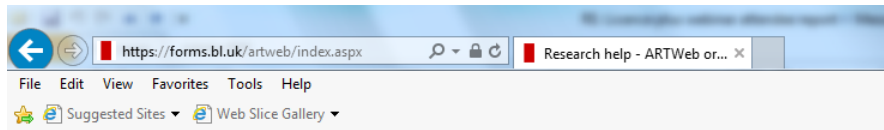
# How to set up an account for NHS Licence Plus

- Complete registration form for second account
- Send registration form to Ania Nogal to set up Licence Plus account
  - [ania.nogal@ncel.hee.nhs.uk](mailto:ania.nogal@ncel.hee.nhs.uk)
- Use Licence Plus account number and password to order unencrypted, free copyright fee paid articles from the BL
- Use any requesting method to send requests to BL for Licence Plus including
  - ARTEmail
  - BL On Demand Online
  - Library Management System
  - Any other valid requesting method

If you cannot change your account number and password easily when submitting requests via your usual requesting method, try using the ARTWeb request form

**<https://forms.bl.uk/artweb/index.aspx>**

# ARTWEB form - <https://forms.bl.uk/artweb/index.aspx>



## DOCUMENT SUPPLY SERVICES

[bl.uk](#) > [Help for researchers Home](#) > [Online or by post](#) > [Document supply](#) > [ARTWeb order form](#)

### ARTWeb order form

This Order Form allows you to submit speculative requests for items that you cannot find on [British Library on Demand](#). Further information is available [here](#).

To send your request, simply complete this form and click the submit button. Certain fields must be completed, these are marked with an asterisk \* ? is available as required.

#### Customer details



**Customer Code** \*

**Password** \*

**Email address** \*

We will only use this to confirm your order

Orders are delivered to your registered address, unless otherwise requested in [Alternative Delivery Address](#)

#### Request Number



**Request Number** \*

#### Bibliographic details



In order for us to supply your document as quickly and accurately as possible, please provide as much information about it as you can, including details of all author names.

##### Publication Details

**Publication Title** \*

**Author / editor**

**Year**

# Benefits of CLA Licence Plus Service

- **Free**
- **Easy**
  - No declaration form required
  - Works with any method you use for submitting requests to the BL
- **Unencrypted**
  - No need for any software or plug ins to read the document
  - Do not have to print out a paper copy, can forward electronically
- **Belong to the NHS**
- **Can be shared/stored/used and re-used under terms of CLA Licence**

# More about Library Privilege and CFP

## Library Privilege

- Requestor must have provided a copyright declaration
- Only requestor can store for personal use
- Comes with DRM from British Library
- Cannot be copied or reused under CLA licence



# More about Library Privilege and CFP

## CFP under Licence Plus

- No copyright declaration
- No restrictions on storage
- DRM-free
- Can be copied or reused under CLA licence

# Collaboration with non-NHS Staff

- Licence permits sharing of copies for specific projects or services with staff of Collaboration Partners
- A Collaboration Partner organisation must hold a CLA licence
- All UK HEIs and thousands of other UK private and public sector organisations hold CLA licences
- Check with CLA first by emailing [cs@cla.co.uk](mailto:cs@cla.co.uk)

# Conclusions

- Please refer to the HEE Guidance emailed to attendees and available on the [www.libraryservices.nhs.uk](http://www.libraryservices.nhs.uk) website
- Use common sense and professional judgement
  - Ensure rightsholders are identified wherever possible
  - Ensure service users know what they can do with content
  - Copying should not substitute for purchase of an original
- Queries? Contact CLA Customer Services on 0800 085 3171 or [cs@cla.co.uk](mailto:cs@cla.co.uk)

# NHS contacts - copyright

## **NHS library services 'Copyright First Responders' group**

- if you have queries relating to copyright, please email us via [nhscopyrightqueries@libraryservices.nhs.uk](mailto:nhscopyrightqueries@libraryservices.nhs.uk)

## **NHS library services copyright webpage**

- this is where we will be adding FAQs and other useful links - [http://www.libraryservices.nhs.uk/forlibrarystaff/information/nhs\\_copyright.html](http://www.libraryservices.nhs.uk/forlibrarystaff/information/nhs_copyright.html)

Thank you for listening. Any questions?

[nhs@cla.co.uk](mailto:nhs@cla.co.uk)

