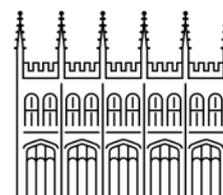


# CLA Departmental Contacts



BODLEIAN  
LIBRARIES

The departmental CLA contact is responsible for overseeing all copying that is undertaken on the CLA Licence, i.e. copying for students that is posted on the VLE, shared by email, or distributed in classrooms as photocopies.

Content Compliance	Ensure all content copied within the Department complies with CLA guidelines – this includes permitted publications, ownership, and extent limits (see <i>Making Copies</i> guide).  Remove any non-compliant copies (see <i>Removing Scans</i> guide)	<input type="checkbox"/>
VLE	Ensure all copies posted on the VLE comply with CLA guidelines (see <i>Posting Digital Copies on VLE</i> checklist)	<input type="checkbox"/>
Designated Persons	Are you aware of all staff copying under the Licence in your department?	<input type="checkbox"/>
Training	Have all relevant persons received training and guidance? Contact University CLA Co-ordinator ( <a href="mailto:cla@bodleian.ox.ac.uk">cla@bodleian.ox.ac.uk</a> ) for training information.	<input type="checkbox"/>
Copyright Notice	Have you displayed the Copyright Notice adjacent to all relevant photocopyers?	<input type="checkbox"/>
Reporting	All digital copies have to be logged and reported to the CLA. Report all copies, including confirmation of nil returns, to the University CLA Co-ordinator in June each year (see <i>Reporting Digital Copies</i> guide)	<input type="checkbox"/>
Spot Checks	Have you undertaken an annual spot check to ensure compliance?	<input type="checkbox"/>
Enquiries	Do all staff know you are the right person to contact for advice?	<input type="checkbox"/>
Liaison	Liaise with the University CLA Co-ordinator for any enquiries relating to the CLA Licence.	

For more information please see <https://www.bodleian.ox.ac.uk/copyright/copyright-licensing-agency-licence> or contact the University CLA Co-ordinator Chris Morrison at [cla@bodleian.ox.ac.uk](mailto:cla@bodleian.ox.ac.uk)