

Collection of Royalties Data within Higher Education
Course Packs
(For Reprographics and all Academic Departments)

CLA Royalties data collection commences next term but the capture of course packs or compilations of extracts, for use during the current academic year, commences Monday 13th January for six weeks ending Friday 21st February. (Course packs may also be known as module handbooks, reader packs, lecture notes, etc.) Accordingly, CLA requests a full replica copy of any such packs which may contain copyright material.

Where possible, please use the labels supplied to the University to inform CLA of the quantity produced of each course pack. Please also provide a copy of any packs already produced. In the absence of a label please write the number of copies made on the front cover, along with the course name or department.

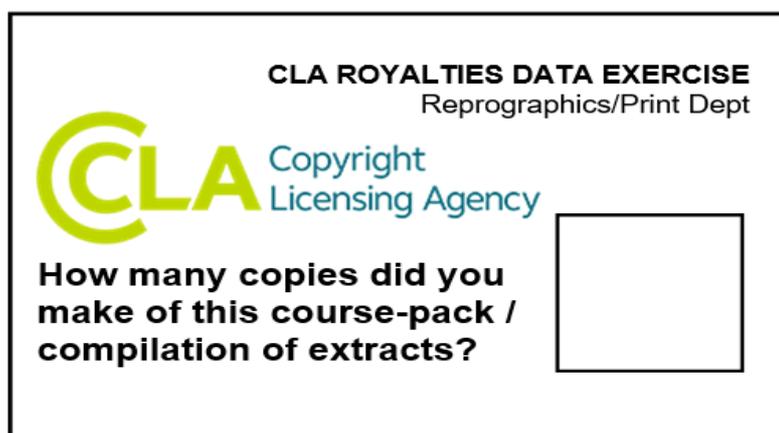
Packs should be passed to Reprographics/Licence Co-ordinator/yellow box for collection

If you are uploading digital files to print and the files contain copyright material a full copy will be required for submission attaching the label as sample below.

Day to day photocopying from books, journals, magazines or other published material, during the collection period, should be reported following the instructions displayed by the photocopier(s) and using the labels contained in the top of the yellow data box.

Thank you for your help and please address any queries to:

enquiries@warwickprint.co.uk



CLA ROYALTIES DATA EXERCISE
Reprographics/Print Dept

CLA Copyright Licensing Agency

How many copies did you make of this course-pack / compilation of extracts?

Sample label format for course-packs/compilations (only)

This memo is disseminated to all staff who may produce and photocopy course packs within their department or through a centralised print service.