CLA Royalties Data Collection

Guidelines for Higher Education
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**Introduction**
The collection of CLA royalties data records **photocopying** of published material over a **six-week period in either the autumn or spring term**. Analysis of collected data is used to help distribute royalty payments to the authors, publishers and visual artists whose work is being used. Your institution’s role is an integral and valued part of this process. Published staff who are members of the Authors’ Licensing & Collecting Society are also potential beneficiaries (see page 18). Note: it is neither an audit nor a policing exercise; scanning is usually excluded.

**Relevant Content includes:**
- Books, magazines, journals, periodicals, etc. including extracts or line quotes.
- Copies of copies, including material previously used.
- Crown Copyright, unless clearly published under OGL.
- Copyright content transcribed from a hard copy publication or online source and used in a presentation (or any printed document) with supporting handout, **but not scanned to the VLE**, should also be captured by providing a paper copy of the slide(s) in question with relevant bibliographic information therein.
- Open resources and material from **hybrid publications** (where a mix of copyright and open access content is included, particularly in journals or other collections of work).
- Copied published material provided to non-credit bearing students covered by the HE licence should also be included.
- Printouts from digital material made under the CLA licence are subject to the same terms and conditions as a photocopy and should be included in the exercise.

**Participating Areas**

The collection’s focus is on academic or research departments (including non-credit bearing study areas such as professional or short courses), libraries and reprographics/print services (whether in-house or outsourced).

- For **academic departments** we anticipate that data will come from lecturers or anyone copying on their behalf. Other learning or research areas, such as Centres of Excellence, are also included. Administrative departments, such as HR, are generally excluded unless their facilities are used to copy teaching or research resources.

- **Reprographics** will be required to notify us of all copying of copyright material, using the same method as the academic departments, including course packs.

- Data is also collected from **libraries** but usually only when generated by staff or visiting academics. Students are generally excluded unless copying on behalf of a member of staff though we routinely include post-graduate centres or similar.

- Printed **course packs** containing multiple sources of content are also captured and submitted, either by the department that produces them or by reprographics. Staff should check with their Licensing Co-ordinator if unsure where packs are to be collected from. Please see the CLA briefing notes for details.

**Recording Copying Data**
There are different ways of capturing data, but the standard photocopying methodology involves making a copy of the ISBN/ISSN (International Standard Book or Serial Number) page, to create an ‘identifier’ page. A CLA data label (found in the top of the CLA data collection box) is then completed attached to the identifier page and ‘posted’ in the collection box provided. If the ISBN/ISSN number is missing, then a copy of the title page, with author & publisher details, will suffice, the aim being to identify the resource (see data examples on pages 3-5). Course packs are collected as entire packs, along with the number of copies made (see page 6).

Creating Awareness of the Royalties Data Collection

The below documents have been included to help with the dissemination of information and can be used independently of the full Guidelines.

**Identifier Page + Data Label, with ISBN (book)**

![Identifier Page + Data Label, with ISBN (book)](image)

**Front Cover + Data Label, without ISBN (book)**

![Front Cover + Data Label, without ISBN (book)](image)
Antikythera mechanism – A compound epicyclic gearing for Venus

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ARTICLE INFO

Keywords: Antikythera mechanism, planetary gearing, ancient history, epicyclic gearing, Venus.

ABSTRACT

The Antikythera mechanism is known to be a highly complex mechanical device, potentially used for astronomical calculations. Its components include a series of gears and epicyclic trains, each performing specific calculations related to the movements of celestial bodies. The mechanism comprises a number of sprockets and epicyclic trains, each performing specific calculations related to the movements of celestial bodies. This allows for the simulation of the planetary movements, providing insights into the ancient understanding of these phenomena. The Antikythera mechanism’s gears and trains were designed to simulate the motions of the planets, providing a highly sophisticated tool for its time. This research contributes to our understanding of the technological capabilities of ancient civilizations.

CLA

Tell us what you copy

Copyright, Made Simple.

For Printed Music Licence holders only.

Check box if you made an arrangement of music.

How many texts did you note?

Which pages were copied (eg, pp. 1-20)?

If page numbers aren’t shown how many pages were copied?"
Collecting Course Pack Data (also known as reader packs/module handbooks, etc.)

Course packs containing copyright material are also collected but we require a full replica copy of each pack distributed, rather than just an identifier page. This is because packs may contain material from different sources, often in the form of extracts from learned/research journals/monographs as well as chapters from reference books, alongside lecturer prepared material. Packs are usually distributed at key points during a course and may cover a module, a term or the entire academic year.

Packs are collected from all departments from the date of initial contact and those produced in previous years but still in current use should be included.

- If course pack data labels are available, place one on the front of the pack noting the number of copies made and the course/department.
- If no label is available simply note the number of copies made on the front of the pack.
- Arrangements for course pack collection will be confirmed during the briefing but will usually either be passed to Reprographics or the Licence Co-ordinator. During the six week data collection you may also place course packs in your nearest yellow box.
- Course packs available digitally can be provided in that form. For instance, course packs produced as a Word or Pdf produced by a department and sent to reprographics/print services for printing can be provided in that digital format as long as the file name of the pack indicates the number of print versions requested (for instance “European History (40)” indicates to CLA that the attached course pack was reproduced in print 40 times)

Pack Header Example

![Pack Header Example Image](image-url)
Royalties Data Collection Point
Your institution holds a copyright licence that lets you photocopy, scan and reuse extracts from digital and print books, journals, magazines, and certain websites.

You can copy

1 Article  OR  1 Chapter

10% Of the total

From time to time we will ask you to tell us what you copy to help us pay royalties to the copyright owners whose work is used. Royalty payments help creators and publishers to continue making new content.

If you see a yellow box like this one, we’re collecting information. Follow the instructions on the box to help support the creative industries.

Find out more from your licence coordinator:

Or visit www.cla.co.uk
How to tell us what you copy

1. Make a single copy of the ‘identifier’ page. Use the page with the ISBN, ISSN or barcode or, if unavailable, the front cover with title.

2. Attach a CLA data label to the copied ‘identifier’ page. CLA provides these labels in the pocket on top of the yellow box.

3. Fill in the CLA data label and place the completed copy with label into the yellow collection box.

Exercise start date

Exercise end date

For queries, please contact:

CLA Copyright Licensing Agency

Copyright. Made Simple.
www.cla.co.uk
Frequently Asked Questions

What do I need to do for the royalties’ data collection?
Before the exercise starts your CLA Royalties Officer will set up a yellow box next to relevant photocopiers, along with instruction posters & adhesive data labels. During the collection, whenever you copy from a published source (original or copy of a copy) you are required to let us know. However, if you copied twenty pages from a book for example, we don’t need those twenty pages; we just need to know what book they came from.

This is done by taking a copy of the identifier page – ideally, that’s the page with the ISBN/ISSN on it or the front cover with title, author and publisher details – fill in a data label, fix it to the identifier page and then simply post the identifier page into the collection box.

What if a publication doesn’t have an ISBN/ISSN?
If there is no clear identifier page you can simply write the name and any other details on the sheet you are copying from. The more detail you can give us the better, so we can identify the source, even if copying from another photocopy. We also have several tools which can help to identify a publication - so it’s still important to include data from unknown sources.

Why does CLA need this information?
Most of the revenue we get from our licence holders is redistributed as royalty payments. Only by collecting data can we ascertain whose work is being copied and how much the rights’ holders should be paid. Academic staff often publish material so, potentially, you could be helping higher education colleagues as well as authors and publishers outside the sector.

Are there any cost implications for my department?
No; there are no penalties for high volume copying of copyright material though it’s important to be aware of what the licence allows you to copy legitimately. Details can be found at https://cla.co.uk/higher-education-licence-docs.

I seldom photocopy published material - do I really need to take part?
Yes! During the exercise even if you copy something just once you still need to let us know. A one-off copying event may seem inconsequential but when aggregated with data from other institutions or sectors, its value can become very significant.

All my print copies come from digital material – do I need to include it?
Once a paper printout has been made under the CLA licence, it is subject to the same terms and conditions as a photocopy and should be recorded as such as part of the data collection exercise. Please see HE Licence User Guidelines for details.

Why do you include open access and crown copyright content?
Whilst usually beyond the scope of your CLA licence, there are occasions when we can make a distribution [payment] for these types of content. Rather than ask colleagues to check qualifying criteria it is easier to include all relevant material and anything which is not payable will simply be filtered out when the data is processed.
Are exam papers which include copyright extracts collected?

Copying of papers for examination use are excluded. However, if any other use is involved, for example using a paper after the examination in a lecture or course pack, it will need to be included in the collection.

Further information, including title search and excluded works, can be found at www.cla.co.uk

The CLA Royalties Data team is grateful for the support and assistance provided by the institution during this exercise.