

Library Guides

I want to create digital scans for online reading lists. How do I go about this?

To comply with the University's [Copyright Licensing Agency \(CLA\)](#) Higher Education Licence, course instructors must not upload self-scanned copies of published content to Canvas or iFind Reading. **Digitised copies for course provision can be requested from the Digitisation Service.**

The **Digitisation Service** creates digitised copies of book chapters, articles, and extracts from published print content to enable online access to high-demand course reading.

The service provides:

- Compliance with copyright and the Copyright Licensing Agency HE Licence.
- Online access to chapters, articles and extracts via links for iFindReading and Canvas.
- High-quality digital copies in text-searchable OCR PDF format.

[Further information is available here.](#)

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