

# Implementing the CLA trial scanning licence at Sheffield Hallam University

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We took a strict interpretation of the CLA trial scanning licence conditions, i.e.

- that relevant scanned resources should not be listed in publicly available indexes
- that external users should not be able to access these resources
- that they should only be accessible to the members of the courses for which they are required and not to the entire staff and student body.

## Our solution

### 1) Secret Millennium scope

We wanted to store the items in our Millennium catalogue rather than set up a new repository and authentication method for them. So we came up with the idea of setting up a new "secret" scope which is not indexed in any of the publicly available scopes. We therefore purchased a re-scope from Innovative and specified the new scope within it.

We already had the following scopes:

1. Main Catalogue (*our default scope - includes books, documents, and web resources plus scopes 2 and 3 below*)
2. Media items only
3. Serials only
4. Theses Catalogue (*student dissertations*)
5. Entire Collection (*system standard - consisted of all the above scopes*)

We needed to add a new scope, *Restricted*, the contents of which are not accessible through scopes 1 - 5 above or listed in the Webpac drop-down menu of scopes. Technically, they do have to be included in the system standard *Entire Collection*, so we removed *Entire Collection* from the Webpac drop-down menu and created another new public scope, *Full Collection*, which consisted of scopes 1 - 4 above. Result: items in the *Restricted* scope cannot be retrieved via the catalogue in the normal way. The only way to access one of these items via the public catalogue, if you don't know the record number, is to search for it in a public scope, then on the results page, replace the scope number in the resulting URL by the *Restricted* scope number, e.g.

<http://catalogue.shu.ac.uk/search/X?SEARCH=macmillan+strategic+management&submit=Submit&searchscope=1&p=&Da=&Db=&SORT=A>

becomes:

<http://catalogue.shu.ac.uk/search/X?SEARCH=macmillan+strategic+management&submit=Submit&searchscope=6&p=&Da=&Db=&SORT=A>

Our resulting scopes are now as follows:

1. Main Catalogue
2. Media items only
3. Serials only
4. Theses Catalogue
5. Full Collection (*consists of all the above scopes*)
6. Restricted (*not shown on drop-down scope menus*)
7. Entire Collection (*not shown on drop-down scope menus*)

## 2) Cataloguing and management of items

*Restricted* scope items can be retrieved and managed through Millennium cataloguing in the usual way. Items are included in this scope on the basis of a new MATTYPE code "x". (Should the terms of the licence change in future, we will simply be able to remove the MATTYPE code "x" from these records and they will be accessible in the normal way.) The records are all created as electronic reserves requiring authentication (using the Electronic Reserves module, more recently called Media Management - which we already had.) They can be viewed in the catalogue by members of SHU but external patron types are excluded from this facility.

## 3. Retrieval through reading lists

*Restricted* scope items, having been catalogued, are then added to course or module reading lists. Linking URLs identify these items by specifying their record numbers in the standard way, e.g. <http://catalogue.shu.ac.uk/record=b1447763>. The reading list software (currently we use *Talis List*) is the only place from which they can be accessed by end users. Although we don't require any authentication to use *Talis List* at present and course reading lists are not restricted to members of particular courses, it is unlikely that students will browse courses other than their own, so we consider that we have met our obligation to restrict use of these items to members of the courses for which they are required.

## **Summary**

The above scanning licence conditions have been met as follows:

- relevant scanned resources are not listed in publicly available indexes because the "secret" scope is not indexed within the public scopes
- external users cannot access these resources because SHU authentication is required to use them and external patron types are excluded from this facility
- the resources are only accessible to members of the courses for which they are required and not to the entire staff and student body - this is achieved by giving access only through course reading lists\