

## Copyright implications continued:

The terms *commercial research* or *private study for a direct or indirect commercial purpose* are not clearly defined in the legislation. However, the British Library and Copyright Licensing Agency (CLA) have advised that copying for any of the following purposes may be deemed to be for a commercial purpose:

- An article or book chapter to help in treating a private patient
- Researching material for a journal article, book or book chapter that will be published commercially and for which you will receive payment or royalties
- Researching information for a presentation for which you will receive a speaker's fee
- Research for a training course that you hope to sell to others
- Material to support a research project, PhD or MSc that is funded by a commercial organisation

More examples can be found in the following document, jointly written by the CLA and British Library:

[http://www.cla.co.uk/assets/91/bl\\_cla\\_faq.pdf](http://www.cla.co.uk/assets/91/bl_cla_faq.pdf)

Please note that this guidance applies when the primary purpose at the time of copying material or requesting a photocopy is for a commercial purpose. You will not need to pay retrospective copyright fees should you request or copy material for a non-commercial purpose and then later use it for a commercial purpose.

If you are in any doubt, please discuss your request with a member of library staff.

## Contact Us

**Contact library staff via** [library.enquiries@oxfordhealth.nhs.uk](mailto:library.enquiries@oxfordhealth.nhs.uk) if you would like to ask us any further questions regarding copyright, or have any further queries regarding our Inter-Library Loan and Document Supply Service.



Library

Services

## Inter-Library Loan and Document Supply Services

## Inter-Library Loan and Document Supply Service

The inter-library loan and document supply service may be used when you need to request copies of articles or to obtain books, journals, videos, reports or theses not in the Oxford Health FT library collection.

### How do I make a request?

Complete the **Inter-Library Loan form** on the library website: <http://www.oxfordhealth.nhs.uk/library/services/library-services/document-supply/> *Copyright: Please note that all items are supplied in line with the NHS copyright licence, library privilege/fair dealing where applicable. If items are required for private study or non-commercial research a signature will be requested.*

### How long will my request take?

Most requests are routinely filled within 5 – 8 working days. Requests will take longer if the supplying library does not have the requested item in stock and we then have to approach another library. If you need your requests by a certain date, please tell us this at the time you make your request. We will do our best to ensure your requests arrive by the required date but this cannot be guaranteed.

### What can I do if I need something urgently?

Articles required urgently (usually for clinical needs) may often be obtained the same day so please ask if you require our Urgent Action Service. Urgent Action requests may incur additional costs and these will be passed to the person making the request.

## Is there a charge for this service?

Oxford Health FT staff and those who use the library by Service Level Agreement (where this is specified) are entitled to up to 30 inter-library loan requests each financial year. Requests in excess of these limits are charged at £5.00 per item or £10.00 for British Library Loans. All other requests, including those from staff for a non-work related purpose, those on a clinical attachment or student placement, other NHS staff, and members of the public, are charged at £15.00 per item, payable at the time you place the request. VAT is also payable on requests from non NHS staff. Students are advised to make requests for books or articles via their university.

## Copyright implications

### 1. Limits

Copyright legislation states that the library may obtain one article from a single journal issue or request a photocopy of a single chapter of a book on your behalf. Where your requests exceed these limits, a loan of the book or journal issue may be requested from the British Library.

NHS staff may request additional copies under the current NHS CLA licence. The licence covers copying for internal NHS purposes only. Up to two articles, or any number of articles from a themed journal issue, may be requested from certain books and journals. Please contact library staff for details or check the list of excluded items on the CLA website at <http://www.cla.co.uk/support/excluded.html> Multiple copies of articles are allowed under the NHS CLA licence provided that the copies are taken from the paper original owned by the NHS. If you need multiple copies, e.g. for a journal club or meeting, please discuss your requirements with library staff when you place your request.

### 2. Copying for a direct or indirect commercial purpose

is not allowed under the fair dealing or library privilege exceptions of the Copyright Act. There are also restrictions on the number of photocopy requests that you can make at any one time. More information about copyright is available on the CLA website: <http://www.cla.co.uk/>.

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