**Course Readings Submission Form**

**Checklist**

**Complete this form (one form per reading)**

**Attach a photocopy / pdf of the reading**

**Include copies of the front and back of the title page (giving publication details) of the source text**

**Send to ‘Teaching & Learning Services (TLS), UCL Library Services’ or** [**library-tlss@ucl.ac.uk**](mailto:library-tlss@ucl.ac.uk)

|  |
| --- |
| We digitise readings using UCL’s Copyright Licensing Agency (CLA) licence. Extracts:   * must be from a source held by UCL library * up to 10% or one chapter from a book (whichever is the greater) * up to 10% or one article from a journal issue   Full guidance: <http://www.ucl.ac.uk/library/teaching-support/readings/> |

* Where possible we will digitise the reading and add to the relevant online reading list
* If the extract falls outside these limits we will include it in the paper collection or seek copyright permission.

**Lecturer name:** …………………………………………………………………………… **Department:**……………………………………………………………………

**Module code & title:**……………………………………………………………………………………………………………………… **No. students**:………………

**Term and week extract is needed:** ……………………………………………………………………………………………………………………………………….

**Lecturer name: …………………………………………………………………… Department:…………………………………………………………**

**Module code & title:……………………………………………………………………………… No. students on module:…………**

**Term and week this extract is needed for**: …**……………………………………………**.

*Extract details*

**Author(s):**…………………………………………………………………………………………………………………………………………………………………………………………………

**Title:**………………………………………………………………………………………………………………………………………………………………………… **Pages:**…………………

*Source details*

**Author:**…………………………………………………………………………**Title:**………………………………………………………………………………………………………………………

**Publisher:**……………………………………………………………… **Publication date:**……………… **ISBN/ISSN:**………………………………………

**Readings will only be digitised if they comply with the terms of the CLA licence or with explicit permission of the rights holder.**

**Teaching & Learning Services (TLS),** UCL Senate House (Room 318, South block, 3rd floor)

**Email:** [library-tlss@ucl.ac.uk](mailto:library-tlss@ucl.ac.uk) 🕿 020 3549 5729 (internal 64729) [www.ucl.ac.uk/library/teaching-support](http://www.ucl.ac.uk/library/teaching-support)

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

***Library use:***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Date*** |  |  | ***Date*** |  |  | ***Lecturer*** |  |  |
|  | ***received:*** |  |  | ***checked:*** |  |  | ***contacted:*** |  |  |
|  |  |  |  |  |  |  |  |  |  |
| ***Checking:*** | *Source held* |  |  | *1 ch / 10%* |  |  | *Participates* |  |  |
|  |  |  |  |  |  |  |  |  |  |
| ***Action:*** | *To scan* |  |  | *To catalogue* |  |  | *Permission* |  |  |
|  |  |  |  |  |  |  |  |  |  |
| *Scanned* | *Uploaded* | *Link on RL@UCL* |  | *P.tracker no.* | *TC number* |  | *Lecturer contacted* | *Notes* |  |
|  |  |  |  |  |  |  |  |  |  |