

Digitisation for copyright compliance

If you use material such as images, illustrations or extracts from published print materials in PowerPoint presentations or lecture slides, the use of this material needs to be reported for copyright compliance.

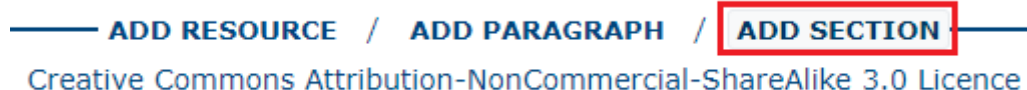
The reporting of this material to CLNZ (Copyright Licensing New Zealand) ensures that the rights holders are compensated for the use of this material. This is achieved by adding these resources to a section of your Talis reading list and requesting digitisation.

Add a section to your Reading List

A separate section can be added to the bottom of your reading list to contain these resources. You only need to add material to this section if it is not already covered by digitisations requested for your teaching elsewhere on the list.

If you've never used Talis before then you will need to set up a profile and create a course reading list. See the user guides at [Talis reading lists for staff](#).

1. To add a section for Copyright Compliance, hover over the line at the bottom of the list and click on **Add Section**



2. Type the title for the section. We suggest using **Digitisations for Copyright Compliance**
3. Click **Save**

This adds a new section to the bottom of your list



Adding content to the section

Bookmarks for the material used can now be added to this section.

The best way to do this is from the Library catalogue.

The example here is for a figure from a book; you have used Figure 3-2 on page 45 from the book *Basic & clinical pharmacology* by Katzung, 13th ed., 2014

1. Search for the book title in the [Library Catalogue](#) and click on the title to open the detailed record.

BOOK
Basic & clinical pharmacology
 Bertram G. Katzung editor; Anthony J. Trevor editor; McGraw-Hill Education (Firm), publisher, copyright holder.
 New York: McGraw-Hill Education. 2014 ©2015 Thirteenth Edition..
 Available at PHILSON LIBRARY Main Collection (Q/V4 K19 2015) Click Find in Library for other copies >

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Details
 Title **Basic & clinical pharmacology**
 Author(s) Bertram G. Katzung editor. > Anthony J. Trevor editor. > McGraw-Hill Education (Firm), publisher, copyright holder. >
 Edition Thirteenth Edition..
 Published New York: McGraw-Hill Education. 2014 ©2015
 Description xi, 1203 pages : illustrations (mostly colour) ; 27 cm.
 Identifier ISBN: 9780071825054 ISBN: 0071825053
 Content Basic principles -- Autonomic drugs -- Cardiovascular-renal drugs -- Drugs with important actions on smooth muscle -- Drugs that act in the central nervous system -- Drugs used to treat diseases of the blood, inflammation, & gout -- Endocrine drugs -- Chemotherapeutic drugs -- Toxicology -- Special topics.
 Subjects [Clinical pharmacology](#) > [Pharmacology](#) > [Pharmacology](#) > [Pharmacology, Clinical](#) >
 Related Titles Series: Lange medical book Variant Title: [Basic and clinical pharmacology](#)
 Notes Includes bibliographical references and index.
 Data Source MMS ID: 99264747303602091 PID: 21238908290002091

2. Use the Talis **Add to my Bookmarks** tool to create a bookmark.

3. At the bottom of the bookmarking screen click on the **Add field** drop-down box and click on **Has part (chapter, article, etc.)...**

4. Click **Add**

Bookmarking from Primo Explore

Book

* Required field
Resource Type *
 Book

Title *
 Basic & clinical pharmacology

Editor (first name, surname)
 Bertram G. Katzung

Editor (first name, surname)
 Anthony J. Trevor

Date
 2014

Edition
 Thirteenth Edition

ISBN-10
 0071825053

ISBN-13
 9780071825054

Pub place
 New York

Publisher
 McGraw-Hill Education

Online Resource: **Add field:** Author

Author
 Editor
 ISSN
 eISSN
 ISBN 10
 ISBN 13
 DOI
 Pages
 Publisher
 Place of Publication
 Date
 Volume
 Issue
 Edition
 Local Control Number
 Web address

 Part of (book, journal, etc.)...
Has part (chapter, article, etc.)...
 Add

5. Choose the appropriate Resource type from the drop-down list, in this case Chapter, and fill in the details of the section to be copied in the Title field.

Bookmarking from Primo Explore

Chapter Is part of Book

* Required field
Resource Type *
Chapter

Title *
Figure 3-2

6. Return to the **Add field** drop-down list and choose Pages.
7. Click **Add**.

Author
Editor
ISSN
eISSN
ISBN 10
ISBN 13
DOI
Pages
Publisher
Place of Publication
Date
Volume
Issue
Edition
Local Control Number
Web address

Online Resource: **Add field:** Author

8. Fill in the page range if known. The more information you can provide the better.

Bookmarking from Primo Explore

Chapter Is part of Book

* Required field
Resource Type *
Chapter

Title *
Figure 3-2

Pages (from, to)
45 45

9. When finished, click **Create & Add to List** at the bottom of the screen.

10. In the Create and Add to List screen, select your reading list from the drop-down list at the top.
11. In the next drop-down list, select the section that you just created - Digitisations for Copyright Compliance.
12. Click **OK**

Create & Add to List

Add to list
 Rose Test list (Full Year 2020) ▼

at the top of
 at the bottom of

Digitisations for Copyright Compliance ▼

Note for student

Importance

Note for library

WARNING: Items will publicly until the list is published.

Return to your reading list and refresh the page. You should now see the newly added item in the section you created.

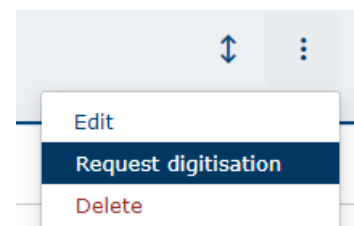
Digitisations for Copyright Compliance



Figure 3-2 in Basic & clinical pharmacology
Chapter - **Importance not set** ▼

Request Digitisation

1. Go to the **three dots** menu to the right of the item and click **Request Digitisation**.



2. In Chapter or section name, a description of what you have copied should be picked up automatically from the bookmark you created.
3. Fill in the page range(s). You can use **Add another** if you have copied more than one page.

Request digitisation

Please provide as much detail as you are able to regarding the chapter or article, including page ranges where available. If you have any queries, contact the Staff Service Centre who will be pleased to assist.

Resource type: This is a full chapter

Chapter or section name:*

ISBN:*
I don't know the ISBN

Page range: -

Section author(s):

Reference range: [Add reference page range](#)

[Add another](#)

You can now upload a PDF file of the scan.

4. Make sure you have ticked the box to confirm the contents of the file match what is described in the request.
5. Click on the **Choose File** button.

File: No file chosen
You may submit a PDF copy of the request, if you have one

I confirm the supplied file represents only the content described within this request

Minor material type:

6. Navigate to where you have saved the PDF file, select it and then click **Open**
7. Fill in the rest of the form by clicking the **Next** button.

After completing the digitisation request you will receive an automatic response from Talis.

The message may indicate that the digitisation is being prepared or that Library staff need to check the request. Libraries and Learning Services staff will only contact you if there are any problems after checking the request.