# FAQs

# The CLA Licence Plus for the NHS in England

**Who is covered by the Licence?**

* Everyone working for or and contracted by NHS and other organisations created under the Health & Social Care Act 2012.
* All of the following: public health staff employed by local authorities, hospice staff, employees of Department of Health arms' length bodies, students on placement, university staff contracted to work for the NHS, non-NHS library staff who provide services to NHS staff.

**Is it possible to make copies for patients under the CLA Licence?**

* Yes. From April 2019, staff covered by the Licence may supply single digital or print copies patients, and the carers or guardians of patients, for their personal use.

**What can be copied under the Licence?**

* Almost everything with an ISBN or ISSN owned by (i.e. purchased by, or subscribed to by) any organisation in the NHS in England.
* Check using ‘Check Permissions’ at <https://www.cla.co.uk/> (select Public Sector).

**How much can be copied under the Licence and how can copies be stored?**

* Two articles from a single issue of a journal (or as many articles as required from an issue if on the same theme).
* Up to one chapter or 5% of a book (whichever is greater).
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* Within these ‘extent limits’, multiple copies are allowed.
* Scanned and digital copies may be stored on an intranet or secure network. They may not be placed on the internet.

**Are declarations required?**

No

**What are the ‘plus’ features of the Licence?**

* A national annual allocation of copyright-fee paid (CFP) articles, obtainable via <https://cla-nhscontent.com>, which may be shared and stored under the CLA Licence terms.
* Provision for NHS staff working on collaboration projects with staff of non-NHS organisations to share copies under the Licence, as long as the non-NHS organisation (“collaboration partner”) also has a CLA Licence.

**When and why would we need CFP articles?**

* When you cannot source an article from within the NHS and it is required for more than just private use, meaning a Library Privilege copy isn’t appropriate, ORWhen the BL or other non-NHS supplier cannot supply a Library Privilege copy.

**Library Privilege**

**What can be copied under Library Privilege and how can copies be stored?**

* One article from an issue of a journal, or a ‘reasonable' proportion of any other published work.
* Up to one chapter or 5% of a book (whichever is greater).
* Single copies only.
* Scanned and digital copies may only be stored for personal use. They may not be placed on shared drives or intranets.

**Are declarations required?**

* Yes. Declarations should be in writing but do not need to be signed and can be sent electronically, so ticking a check box to confirm agreement is acceptable.

**Do declarations need to be kept?**

* You are advised to keep declarations for six years beyond the end of the year in which you supply the copy, just in case a copyright owner ever made a legal challenge.