INTRODUCTION

KEY MESSAGE FROM THE LIBRARIES

“It may not be possible in every circumstance to provide appropriate access to the material required for teaching during the current emergency, and we would strongly advise teaching staff to produce reading lists which make use where possible of existing and newly acquired electronic content.”

Cambridge University Libraries are working to assist academics and students moving to an online teaching environment.

Our current top priority is on sourcing online readings for teaching and assessment purposes for Easter Term. It takes time to identify and acquire alternative material in time for new and existing courses and your faculty or departmental library team are the best places to start with when asking for online material. A full contact list of libraries for academics and students requesting that an ebook is sourced is available on the main University Library website.

Give library staff as much notice as you can with your requests as we are experiencing a very high number of requests from students and academics. However, it is also important to note that there is no guarantee that publishers have content in electronic format.

OPTIONS TO EXPLORE OR ASK LIBRARY STAFF TO ASSIST YOU WITH:

• Check the lists of new online resources regularly being made available - these lists may not be updated in iDiscover.

• Copyright-compliant scans: for advice and assistance visit the Q&A in LibAnswers or contact local library staff who will be able to assist you. If you own copy of the book, it may be possible for you to produce your own scan, but there are still restrictions in place so please consult Library staff or email the copyright group: copyright-help@lib.cam.ac.uk

• Moodle archive (Course History) is accessible online and may have copies of material used over the last five years. Contact local Moodle coordinators for advice.
GUIDANCE VIDEOS

1. How do I quickly source some online readings for my students?

- Corona Virus FAQs from the University Library
- iDiscover
- Tips on searching

2. Do we have extra resources available during coronavirus?

- Corona Virus FAQs from the University Library
- COVID-19 resources
3. Who can help me quickly source online reading resources?

- Contacting your library
- Using libraries during COVID-19 period
- E-book recommendation form
- Corona Virus FAQS from the University Library

4. What information do you need to source online resources?

- iDiscover
5. How do I link to an ebook in my reading list?

- Details of how to search for an ebook in iDiscover
- Ebook FAQs

Play video
6. I have a book in my study that I know would be useful for the students to read. Can I scan some of it?

If you have any questions about what you can copy, contact the copyright helpdesk.

The Copyright Licensing Agency (CLA) has made some temporary changes to copyright restrictions to reflect current circumstances, where no digital edition is available through commercial channels and where the publisher has agreed participation. A list of participating publishers can be found on the CLA website.

These are in force for teaching purposes from 9 April - 30 June or when normality resumes (whichever is sooner). If you would like to make copies from a book, please check with your Faculty/Departmental Librarian to see if an e-copy is available and whether they can order a copy. If not, email the copyright helpdesk to clarify whether you can make a copy of a book and for information about how to process and make it available to your students. Copies made under these temporary exceptions, cannot be emailed to students or uploaded to Moodle directly. An authenticated link will be created which can then be shared with students.

More information about providing resources in Moodle during COVID-19 period can be found in the Library FAQs.

More information about what can be copied under the original CLA Higher Education Licence and how it can be made available to students is also available.
7. How do I make sure that a scan is accessible for everyone?

Advice about making accessible teaching materials is available on the Disability Resource Centre website.

To make a scan, rather than take a photograph, use Microsoft Office Lens (download to your phone) and convert the image into a pdf, Word document (with Optical Character Recognition), or open with an immersive reader to hear it read. Free to download and saves files to your@cam OneDrive. Google Keep is an alternative way of capturing text in an image, which can be converted to a Google Doc.

You can convert a wide range of files into alternative formats by directly uploading a file to SensusAccess.

Whenever taking photos of resources, especially books, try to use good, natural light and make them as flat as possible to assist with conversion to machine readable text.
This guide to Online Readings was developed for the Cambridge Centre for Teaching and Learning by Elizabeth Tilley | Education Lead, Cambridge University Libraries & Head of Arts and Humanities Libraries.

We would like to thank the following for their contribution with the video resources:
Dr Lesley MacVinish | Fellow, Tutor and Undergraduate Admissions Tutor for Science | Wolfson College
Dr Jane McLarty | Fellow and Director of Studies for Theology, Religion and Philosophy of Religion | Wolfson College
Laura Jeffrey | Academic Skills Librarian | Wolfson College
Meg Westbury | Fellow and Librarian | Wolfson College

Our colleagues in University Information Services and the Disability Resource Centre were generous with their advice and time. The ourcambridge team provided invaluable design help.

We welcome comments and suggestions. If you would like to get in touch, please contact enquiries@cctl.cam.ac.uk.