

# Copyright Declarations of Digitisation Requests Work Instruction

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<b>Version</b>	1.0
<b>TRIM file number</b>	11/XXXX
<b>Short description</b>	A work instruction to maintain copyright declarations of Alma digitisation requests for CSU Copyright recordkeeping.
<b>Relevant to</b>	Frontline Services staff
<b>Authority</b>	This Procedure has been approved by Team Manager, Frontline
<b>Responsible officer</b>	Copyright Coordinator
<b>Responsible office</b>	Copyright Coordinator
<b>Date introduced</b>	19 October, 2015
<b>Date(s) modified</b>	2 November, 2016
<b>Next scheduled review date</b>	30 October, 2018
<b>Related University documents</b>	Division of Library Services Fines Policy Rule of Library Division of Library Services Paper Records Management Guidelines <a href="#">Digitisation Requests Processing Work Instruction</a> <a href="#">Requests – Pickup from shelf Processing Work Instruction.</a> CSU Records management Policy – Digital Records policy (00167)
<b>Key words</b>	Digitisation requests, Copyright declaration, Copyright Act, work instruction, Alma TRIM, Digital Records

## 1. PURPOSE

This work instruction describes how to keep copyright declarations of Alma digitisation requests which are necessary for CSU Copyright recordkeeping. The procedure is based on the CSU Records management Policy – Digital Records policy.

## 2. PROCESSING STEPS

1.	Alma Analytics will send 2 reports titled, “Primo Digitisation Copyright Declarations” and “Borrowing Digitisation Copyright Declarations” in Excel format on the second day of each month to Div-Libserv-Exec Services@csu.edu.au, which contains every digitisation request from both Alma and Primo in the previous month, including requests made by staff for eReserve purposes, and resource sharing borrowing requests.
2.	Exec Services will add the month and year to filename. E.g. “1609 CSU - Digitisation Copyright Acknowledgements” and upload onto TRIM.
3.	These files will be kept in TRIM for four years in pursuance of s.49 (1) and s.50 of the Copyright Act 1968 for the purpose of Copyright Declaration.

## DRAFT APPENDICES (or ATTACHMENTS)

### Table of amendments

Author	Date	Short description of amendment
Phil Jeffreys	19/10/2015	New workflow created
Roshan Thapa	2/11/2016	Updated the steps with the new process
Roshan thapa	31/8/2022	Checked; no changes