Dos & Don'ts of using Moodle

Est. 1841 | **YORK ST JOHN UNIVERSITY**

(i) The use of Moodle must comply with UK copyright law. Broadly speaking, this means that it is better to link to content rather than hosting it in Moodle.

In the case of book chapters, the Library can make a copy for you as part of our Digital Scanning Service. This is provided under the terms of the Copyright Licensing Agency (CLA) HE Licence. Scans will be hosted on the Digital Content Store, allowing authenticated access via a reading list. The Library can then provide you will a full breakdown of statistics showing how much your resources are being used.

✓ Do

- ✓ Use the Digital Scanning Service in order to provide book chapters.

- ✓ Use Your Reading Lists to manage your reading list resources.

- ✓ Link to content – use permalinks from the catalogue, or DOIs to journal articles. Seek advice from your Academic Liaison Librarian to make sure that links will work off-campus for your students.

- ✓ Check links to external open-access resources/websites periodically to ensure they're not broken.

- ✓ Use copyright-cleared or copyright-free images in your presentations and videos.

✗ Don't

- ✗ Upload PDFs – this will breach copyright law and licensing conditions. This will also mean we cannot obtain effective statistics for how resources are being used.

- ✗ Copy and paste copyright content into Word documents.

- ✗ Use images without checking the copyright status and whether or not they can be reused.

For further information please see the Library copyright web pages, in particular the page on Copyright for Teaching Staff.