

Offprints

A guide for academic staff

What are offprints?

The offprint collection consists of journal articles and book chapters which form part of prescribed undergraduate reading lists. Only material which is likely to be in demand should be added to the collection. The Offprint Collection is held on closed access behind the Issue/Information Desk in the Seamus Heaney Library. Items can be requested by quoting the relevant offprint number to the assistant at the Issue Desk.

Adding an offprint to the collection

Complete a library offprint form for each citation; a maximum of 3 copies of each offprint may be placed in the collection. Offprint forms are available from the Main Library Issue Desk.

For books and journals which are held in the library:

Collect the book or journal from the shelf and bring it, together with the completed form, to the Main Library issue desk for photocopying and processing. (The library will incur the cost of up to 3 copies of each citation.)

If you prefer to photocopy the item yourself, the library can accept these providing the library holds the book or journal.

For books and journals which are not held by the library:

If the library does not hold the item you require, it can be obtained as a copyright cleared copy, subject to meeting normal copyright constraints.

Complete a library offprint form for each citation.

Take the completed form/s to the Inter-library Loan desk in the Main Library, together with 2 Inter-library Loan vouchers for each article required.

Photocopies which you may have already obtained for the

purpose of private research or study cannot be accepted for the offprint collection. You should reapply requesting a copyright cleared copy.

As soon as the material has been processed, you will be sent notification of the offprint number(s). Details of offprints added to the collection can also be obtained by consulting the library catalogue.

Copyright licence restrictions

Offprints are held in the library under licence from the Copyright Licensing Agency. In order to comply with licence conditions the following limits apply:

- only ONE complete chapter or maximum otherwise of 5% of the work may be copied for addition to the collection
- only ONE article from a single issue of a journal may be copied for addition to the collection

For additional guidance please refer to the guide ***Copyright, Course Packs and Offprints: Notes for Teaching Staff***

Temporary transfer of Main Library books to the Seamus Heaney Library

It is possible to transfer books temporarily to the Seamus Heaney Library. To do this please bring the item to the Main Library Issue Desk with a note indicating your name, department and the date you wish the book to be returned to the Main Library shelves.