



CREATE DIGITAL TERM APPARATUS

by CiL-Support-Team | April 2017



RWTHAACHEN
UNIVERSITY

Content

1. Application scenario	2
2. Add Literature.....	2
2.1 IMPORT THE BIBLIOGRAPHY AS BIBTEX FILE.....	2
2.2 IMPORTING THE BIBLIOGRAPHY FROM THE PREVIOUS SEMESTER	3
2.3 ADDING LITERATURE RECORDS MANUALLY	4
2.4 EDITING THE LITERATURE ENTRIES	4
2.5 DEFINE ROLE AND RELEVANCE	4
3. Create categories	4
4. Request Digitalization.....	4
5. Request for copyright	5
6. Conditions for digitization / copyright verification	5
<i>Only works from own stock</i>	5
<i>only „small parts of a work“ (UrhG §52a)</i>	6
<i>„works of small scale“ (UrhG §52a)</i>	6
<i>„Individual contributions from newspapers or magazines“ (UrhG §52a)</i>	6
<i>„For illustration in schools, universities ...“ (UrhG §52a)</i>	6
6.6 DIGITIZATION IN THE FRAMEWORK OF RESEARCH PROJECTS	6
6.7 COMPENSATION	6
7. Legal basis for the electronic provision of literature in the digital semester set in L ² P	7
8. Support.....	7

1. Application scenario

The literature module serves to provide the students with relevant seminars or seminars in the form of a digital semester apprentice (s. Fig. 1). Managers can take over a bibliography from older L2P course rooms, import them into BibTeX format or set them up manually. At the push of a button, the University Library can be commissioned to digitize titles or to check attached PDFs for copyrights.

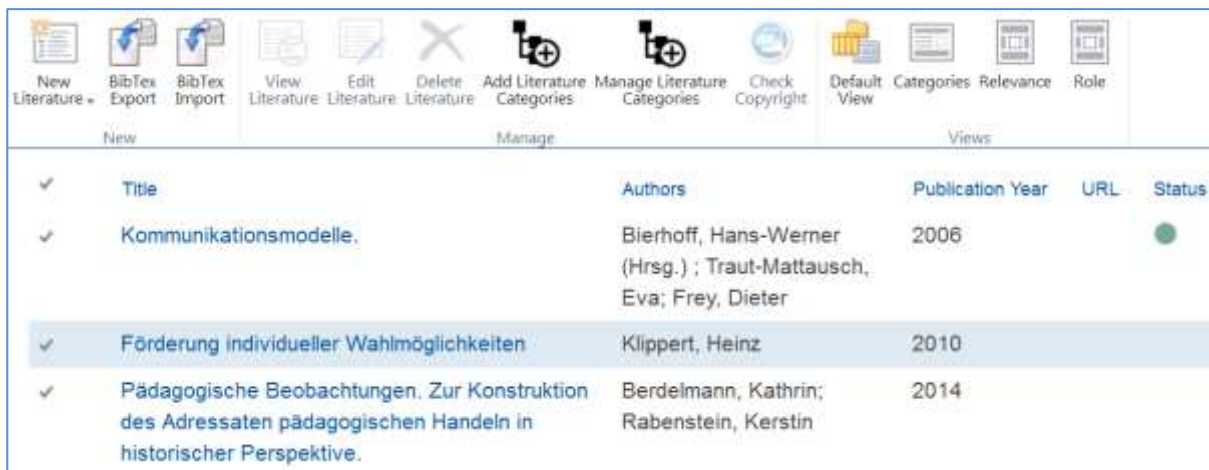


Fig. 1: Literatur module in the standard view

2. Add Literature

2.1 Import the bibliography as BibTeX file

BibTeX is a program for creating bibliographies in LaTeX documents. Many library catalogs, literature databases and literature management programs such as Citavi now offer the possibility to export literature lists in this format. It is therefore a matter of cultivating bibliographies in a literature management program and translating them into a learning space via the BibTeX format.



Click BIBTEX IMPORT on the ribbon, and then select the appropriate import file by choosing SELECT FILE. Add the file with ADD BIBTEX FILE to the upload list and click IMPORT BIBTEX (s. Fig. 2).

Fig. 2: Select BibTeX file for import

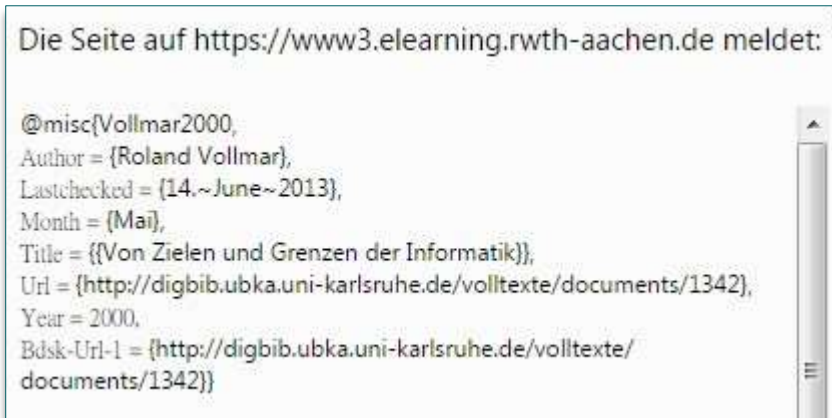


Fig. 3: Check BibTeX entries

In an additional popup, you can check the entries of the BibTeX file again (s. Fig. 3). After confirming with OK, the import is executed.

Attention: To view the newly imported entries please reload the page!

2.2 Importing the bibliography from the previous semester



If you have already created a bibliography list in a course room of the old L²P, you can also use the course room import directly. To do this, go to the SETTINGS section of the course room and click on the "Import from old/new L²P" in the menu bar. Then select the course room from which you want to import literature. Then, check the LITERATURE option and click IMPORT (s. Fig. 4).

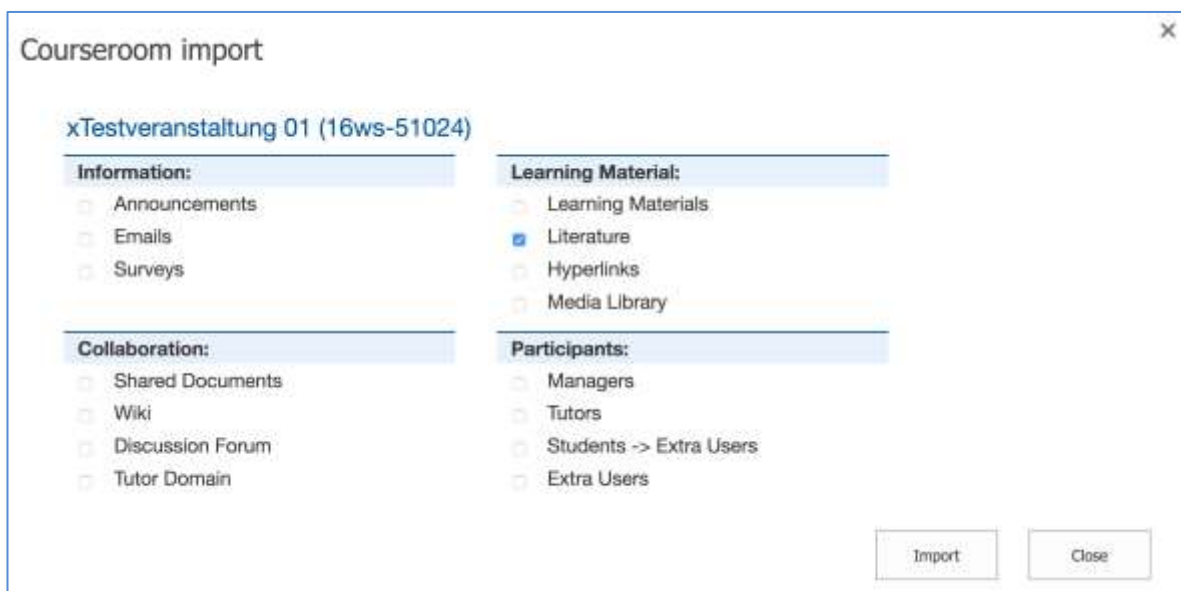


Fig. 4:

Select literature for Courseroom import

Attention: Due to problems with the literature module in the old L²P, all necessary data cannot be accepted for all document types during the course room import! The entries must therefore be edited manually.

2.3 Adding literature records manually



Select LITERATURE from the ribbon and select the appropriate publication type from the drop-down menu: BOOK, CONTRIBUTE TO COLLECTIVE, APPENDIX (in a trade journal), CONFERENCE OR OTHER. Then enter the necessary data for the respective document (title, author, publisher, location etc.) and confirm with SAVE. The new entry appears in the bibliography, marked with a green star as new.

HINT: You can map excerpts or chapters from monographs using the document type OTHERS. There, you can add the necessary page numbers as described in the book.

Fig. 5: Select document type when adding manually

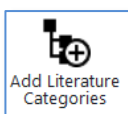
2.4 Editing the Literature Entries

In the bibliography list, select the element that you want to edit with a tick in front of the title, and then click EDIT on the ribbon. You can now change the information and save it with a click on SAVE.

2.5 Define role and relevance

If necessary, you can assign a role (primary / secondary literature) to the literature entries and a relevance (compulsory / advanced reading). Edit the entry (see previous point) and select the setting from the drop-down menu of the respective field.

3. Create categories



To sort your literature list, you can work with categories. To create a category, click ADD LITERATURE CATEGORIES on the ribbon. Give the category a TITLE and a description (for example, exam relevant literature), and then click Save. As soon as you have saved the category, you can select it by entering a new literature or editing existing literature entries under CATEGORIES via a drop-down menu.

4. Request Digitalization



You can commission the university library directly from the literature module at the push of a button, to digitize a research essay or an excerpt from a book as PDF and make it available in the courseroom. The UL then checks whether this is copyright-free, scans the desired book pages and transfers the remuneration to the VG Wort.

To request a digitization, open the properties of an entry. Click on REQUEST DIGITALIZATION in the ribbon. The UL then receives a message and accesses the literature entry.

You can view the processing status in the standard view under STATUS. The PDF hangs the UL directly to the entry or - if there is an alternative electronic offer - a link to this offer.

In the COMMENT OF THE UL field of the detail view, the UL adds, if necessary, notes which, for example, provide information on the reason for a rejection.

5. Request for copyright



Instead of commissioning the UL to create a PDF of an essay / book extract, you can also attach the PDF itself to the literature entry and commission the UL at the push of a button to check whether the document is copyright-free and can remain in the course room. The UB then also carries out the remuneration via the VG Wort.

To do this, in the standard view of the literature, select the titles that you want to check by clicking the checkmarks, and then click on CHECK COPYRIGHT in the ribbon. The UL then receives a message and access to the PDF. As long as the order is being processed, the PDF is not visible to the students.

You can see the status of the processing in the standard view under Status. If the PDF is not copyrighted, it will be deleted by the UB. It is still visible to managers, but not for the students. In the comment field of the UL of the detailed view, the UL adds comments, if necessary, which provide information on the reason for the rejection.

If there is an alternative electronic offer, the UL inserts a link to this offer in the corresponding field.

6. Conditions for digitization / copyright verification

In the case of the digitization of literature, the University Library monitors compliance with §52a UrhG "Public accessibility for teaching and research" as well as the "Charter for a common understanding of §52a UrhG". The access restriction required in these texts for accessing digitized data "for the defined demarcated class of students" is guaranteed by the password-protected access to L2P and the learning spaces contained therein.

In the following, we have compiled the legal framework which applies to the electronic provision of literature in the digital semester set (literature module) of L2P. Digitized and accessible in a course room ...:

Only works from own stock

"... only locally available literature can be digitized and made accessible within the framework of the derogations of §52a. The public accessibility under §52a of copies, which were produced within the framework of §53 UrhG, is not permitted "(see Charter, item 1)

- In addition, no texts or excerpts may be obtained, digitized and publicly made available via interlibrary loan.
- If the publishers themselves offer the text in electronic form and at reasonable conditions, no digitalization may be carried out (competition protection clause).
- Count to your own stock: The holdings of the university library as well as the institute libraries of the RWTH.
- It is not allowed to digitize own stocks, that

- Are subjected to copying,
- Are older than 100 years,
- belong to the Rara stock (HB RA = collection of older and particularly valuable works). From a conservative point of view acceptable exceptions are possible after consultation.
- Works from which parts for digitization are desired, but which are not part of the RWTH, will be procured in consultation with the relevant specialist advisor.

only „small parts of a work” (UrhG §52a)

- Scope according to „Total contract for the remuneration of claims according to §52a UrhG“: 12% of a work
- This limitation must not be circumvented by successive use (for example, if Chapter 1 of a book, later Chapter 2, etc., are made available in the semester) (see Charter, item 6)
- A total of not more than 100 pages of a work can be digitized
- Exceptions:
 - There are other agreements with the rights holder.
 - The work is in the public domain, that is, it is no longer copyrighted. The copyright expires 70 years after the death of the author

„works of small scale” (UrhG §52a)

Printing units of up to 25 pages are considered „works of limited scope”. For them, the guideline value of 12% (= small parts of a work) must not be considered.

„Individual contributions from newspapers or magazines” (UrhG §52a)

E.g. An essay from a trade journal.

„For illustration in schools, universities ...” (UrhG §52a)

In the charter, Item 8, this is precisely defined as the fact that the used parts are used „directly in the teaching unit”. Further reading is not subject to §52a UrhG!

6.6 Digitization in the framework of research projects

In the case of digitization in the context of research projects, the „total contract for the remuneration of claims pursuant to §52a UrhG“ is subject to certain other scope limits. Information is provided by the University Library.

6.7 Compensation

The remuneration for digitization takes place via the VG Wort. Reimbursement is made for each work piece, and is use-related, depending on the number of participants of the course. Payments are made by the countries.

7. Legal basis for the electronic provision of literature in the digital semester set in L²P

- §52a UrhG Public access to science and research
http://www.gesetze-im-internet.de/urhg/_52a.html
- Charter on a common understanding of §52a UrhG
<http://www.urheberrecht.org/topic/Info-RiLi/st/52a/Charta-52a.pdf>
- Total contract for the remuneration of claims pursuant to §52a UrhG, September 2007
http://www.bibliotheksverband.de/fileadmin/user_upload/DBV/vereinbarungen/Gesamtvertrag_Ansprueche_52a.pdf
- Judgment of the Federal Court Justice on the use of copyrighted works on electronic learning platforms of universities (Urt. v. 28.11.2013, Az. I ZR 76/12)
<http://juris.bundesgerichtshof.de/cgi-bin/rechtsprechung/document.py?Gericht=bgh&Art=en&Datum=Aktuell&Sort=12288&nr=66067&linked=pm&Blank=1>

8. Support

If you have any questions regarding digitalization, please contact the e-learning support: elarning@rwth-aachen.de. If you have any questions regarding copyright in the context of digitalization, please contact Ms. Martina Esper of the University Library: esper@ub.rwth-aachen.de