Blackboard provides the opportunity to incorporate and link to documents within course material. These guidelines show you how best to link to the resources you would like your students to read.

**Linking to Books**

**Whole printed books**
It is possible to link directly to the catalogue record of a printed book that we hold in stock.

This link can be found on the library catalogue using the Permalink button on the grey toolbar.

By clicking on the button a new box will open and you can copy and paste the URL into Blackboard. This is a permanent link and will not need updating.

**Whole eBooks**
You can link to the Library catalogue record for the eBook which will then provide a link through to the full-text. This link can be found on the library catalogue using the Permalink button on the grey toolbar.

By clicking on the button a new box will open and you can copy and paste the URL into Blackboard. This is a permanent link and will not need updating.

**Excerpts from books**
The University subscribes to the Higher Education Photocopying and Scanning Licence provided by the Copyright Licensing Agency (CLA). This licence permits the scanning of some publications held in our stock, subject to the limits of 5% or one chapter from a book per module.

The Copyright and Course Packs Service oversees the running of the licence as there are a number of conditions the University must adhere to, and as such offers a digitisation service to enable items to be placed onto readinglists@Leicester.

Further information about the service is provided on the copyright pages or by contacting us.

**Quick links for the Copyright and Course Packs Service**
- Document request form
- Creating links to scanned material

**Linking to journals**

**Print only journal**
Please link directly to the Catalogue record of the printed journal. This link can be found on the library catalogue using the Permalink button on the grey toolbar.

By clicking on the button a new box will open and you can copy and paste the URL into Blackboard. This is a permanent link and will not need updating.

**Electronic journal**
We recommend that you link to the webpage within Leicester eLink which lists the supplier(s) of that journal. The benefits of this are:

- If one supplier isn't working, the student may have the option of trying a different supplier
• The link to the journal will work both on and off-campus
• The student will not be affected if the supplier makes any changes to their website address

The link must take the form:

http://www.openurl.ac.uk/ukfed:le.ac.uk?genre=journal&issn=0922-6567

where the end numbers are the ISSN of the journal.

Linking to individual journal articles that we subscribe to
Many publishers do not allow PDFs of their content to be placed into Blackboard. You are welcome to link to the journal or journal article on the publisher’s web site but please do not place PDFs of anything that the University does not own the copyright in Blackboard without checking with copyright@le.ac.uk first.

The easiest way to create a link is to follow the instructions for linking to a whole electronic journal, and then let the student take the final steps to find the volume, issue etc. Please remember to give the full reference of the article so the student knows exactly what they’re trying to read!

Individual journal articles that we don't subscribe to
The Higher Education Photocopying and Scanning Licence permits one journal article per issue to be digitised for a particular module.

Further information can be found on the copyright pages or by contacting us.

Linking to databases
This means databases which provide access to information in different subject areas such as PsycINFO and Ei Engineering Village.
We recommend that you link to the Library's introductory page for the database. The benefits of this are:

• The student will get an overview of the coverage of the database before going in
• The link to the database will work for students both on and off-campus
• If the student is situated in a country where use of proxy servers is a problem, there is a link to an alternative login (this is particularly the case for the Middle East and parts of Asia)
• The student will not be affected if the supplier makes any changes to their website address

To find the introductory page go to the A-Z of Databases, choose the appropriate letter, and then find the database in the list. Select the 'more info' link.

The link for the database Business Source Premier looks like this:

http://www.le.ac.uk/library/find/BusinessSourcePremier

Linking to documents held in the Leicester Research Archive (LRA)
The link must take the form:

http://hdl.handle.net/2381/19

where the numbers represent the Unique Resource Identifier for the item you want to link to.

You can find the URI by looking at the record of the item within the Leicester Research Archive.

Further Information
For advice on what information resources are available, please contact your Liaison Librarian.

If you have problems accessing a particular journal or database, please contact library@le.ac.uk in the first instance giving as much specific information as you can.

For advice on copyright issues or the scanning service for course readings, please contact copyright@le.ac.u