

## Digital Learning Resources Policy – Re-use Procedure

This procedure should be read alongside the Digital Learning Resources Policy and the Intellectual Property Policy.

### Definitions

Re-use means re-use by a different academic but for the same original purpose.

Re-purpose means a different academic using the DLRs created by another academic for a different purpose.

This Procedure does not apply where an academic colleague requires read only access to aid their further understanding/professional development – for example, where they are taking over the teaching previously undertaken by a colleague. (If, in this example, the academic was proposing to use those DLRs in their teaching going forward, then they should seek consent as set out in this Procedure.)

### Procedure

1. Where it is proposed to re-use or re-purpose a Digital Learning Resources (DLR) created by another colleague, the creator of the original DLR and the Head of Department or their nominee must be consulted and their consent sought. Any limitations set by the creator of the original DLR in relation to the re-use of their personal data or performer's rights must be recorded and honoured.
2. Since the proposed re-use of DLRs is usually within the same Department as the creator of the original DLR, the process in paragraph 1 above should be managed within the Department by the module leader(s) and Head of Department or their nominee as necessary. The Department must keep a record of where the DLR has been re-used. Where agreement cannot be reached, the request should be referred to the Faculty Associate Pro-Vice-Chancellor (Education)
3. Alternatively, and where it is proposed to re-use DLRs created in a different Department or for online programmes, requests should be submitted through an [MS Form to the Digital Learning team](#). The Digital Learning Team will then consult with the creator of the original DLR and the Head of Department or their nominee and maintain a record of where the DLR has been re-used.
4. An academic colleague can submit a request through an [MS Form to the Digital Learning team](#) to restrict re-use of any DLRs they have created. The Digital Learning team will:
  - maintain a record of their preferences;
  - apply the highest levels of restriction (only available to the groups of students currently enrolled on a course) on the DLR(s) requested;
  - advise the Head of Department of the academic colleague's preferences so that these can be applied in the Department for any future requests for reuse (see paras 1 and 2).

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