ESA:
Elektronisches Scan-Auftragssystem
(Electronic Scanorder Application)

The digitisation service provided by Bayreuth University Library for digital reserve shelves

What is ESA?

The *Elektronische Scan-Auftragssystem* (ESA; Electronic Scanorder Application) is a digitisation service provided by Bayreuth University Library for university teachers who would like to offer their students an electronic reserve shelf. Scan requests on books and articles can be posted directly via the local library catalogue after a once-off registration. The original text must be owned by the university. Scan requests must be in compliance with German copyright legislation.

The scans will be turned into PDF files. They can only be downloaded from within the university network or from outside via VPN. Teachers are responsible for making the electronic documents available for their students as well as for the observance of the copyright legislation.

2. What can be scanned?

The German copyright law as stated in the Act on Copyright and Related Right (Urheberrechtsgesetz (UrhG)) must be observed when ordering the scans and providing them to your students. Within the framework of the Copyright Act (see Sect. 60a-h ("Legally permitted uses for teaching, science and institutions")), materials may be digitised and made accessible as follows:

- Up to 15 per cent of a published work (Sect. 60a (1) UrhG, respectively Sect. 60c (1) UrhG)
- Isolated articles from the same professional or scientific journal: completely (Sect. 60a (2) UrhG; Newspapers and magazines are excluded!)
- Illustrations, small-scale works and out-of-commerce works.: completely (Sect. 60a (2) UrhG) **Please note: only up to 12 out-of-commerce works can be scanned for a single user (bt-identification) every year.**

It is not allowed to post orders on sections which are in compliance with German copyright legislation and then accumulate them in order to obtain a great portion of a work or the complete book. As long as German copyright legislation is being observed, already existing documents, such as master copies and readers, can also be scanned and included in the electronic reserve shelf. Teachers can post these requests via a function in ESA. Publications which are accessible online via the University Library, e.g. licensed e-books or e-journals, will not be scanned. These resources are often available as PDF files. They can be incorporated into the electronic reserve shelf of your online-courses as links.

For the purpose “research”, up to 1000 pages can be scanned for a single user (bt-identification) every year.

3. Registration and ESA-Log in

The log in window for ESA can be accessed via http://esa.uni-bayreuth.de. For the registration/logging in the username and the corresponding password are required.

UB Bayreuth I Universitätsbibliothek Bayreuth, ZB, Universitätsstr. 30, 95440 Bayreuth,
Tel: 0921 55-3420, auskunft.ub@uni-bayreuth.de
www.ub.uni-bayreuth.de

Please check the automatically generated e-mail address.

After saving ("*Speichern*") the address, you will be directed to an empty list of requests. Posted scan requests are collected and administered here. You can also view the status of your requests in this list.

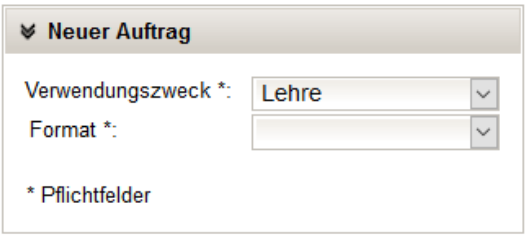
In the control bar above the request list you can find the following functions:

Neuer Auftrag	(New request)	Posting a scan request
Aufträge	(Requests)	Overview of posted scan requests
PDF-Dateien	(PDF files)	Administration of available PDF files
Abmelden	(Exit)	Exiting the system

4. Posting a scan request

1. Posting a scan request with or without own master copy

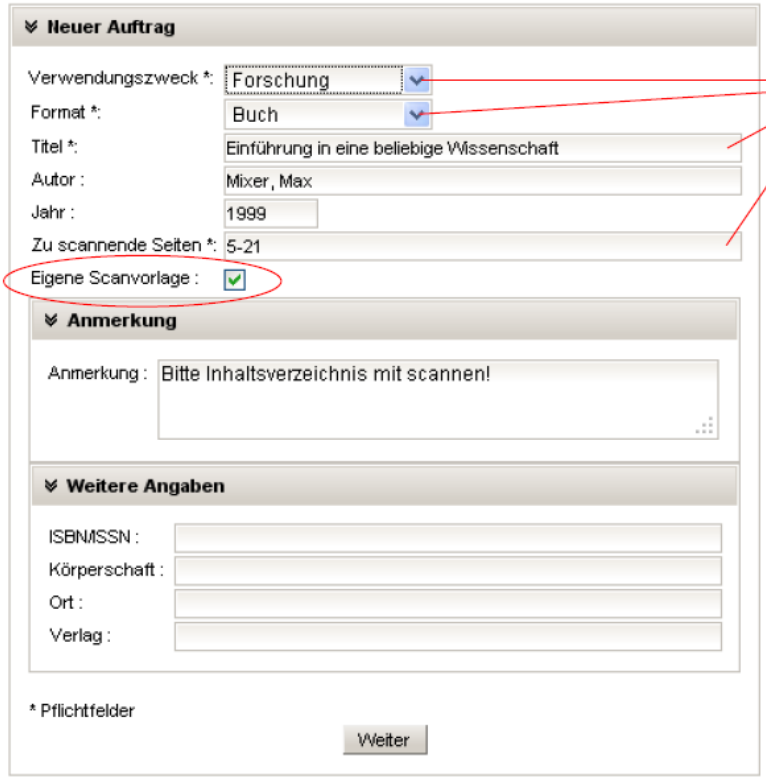
Please determine the purpose ("*Verwendungsszweck*") for which the scanned materials will be used via the option "*Neuer Auftrag*" (New scan request): "*Forschung*" (Research) or "*Lehre*" (Teaching), and indicate the format ("Format"): "*Buch*" (Book) or "*Journal*" (periodical/journal).



These are mandatory fields ("*Pflichtfelder*", marked with *) which are to be filled in via dropdown menus. They serve statistical purposes and help to ensure that equitable remuneration be paid to the author. You can correct these settings later if needed.

Please fill in the mandatory fields ("*Pflichtfelder*", marked with *) in the next form for the title ("*Titel*") and the pages which should be scanned ("*Zu scannende Seiten*"). If they are not complete, the request cannot be processed.

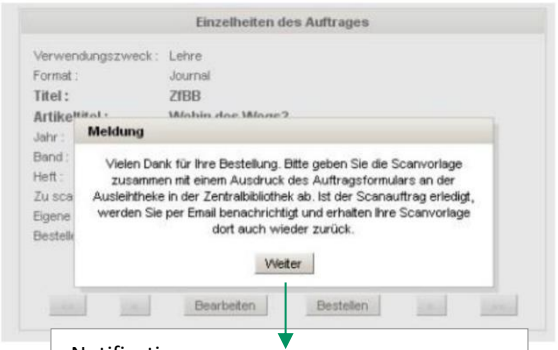
The optional fields are helpful for the processing of the request and enable you to post additional requests.



Mandatory fields

Note: please do not enter more than 250 characters in the title field!

If you have a master copy, you would like to have scanned, please tick the corresponding box ("*Eigene Scanvorlage*"). After completing your request, you will be asked to print out the request form and hand it in at the circulation desk of University Library together with your master copy. This is a convenient option e.g. if the text is from a book which is part of your personal reserve shelf or for articles you have already copied.

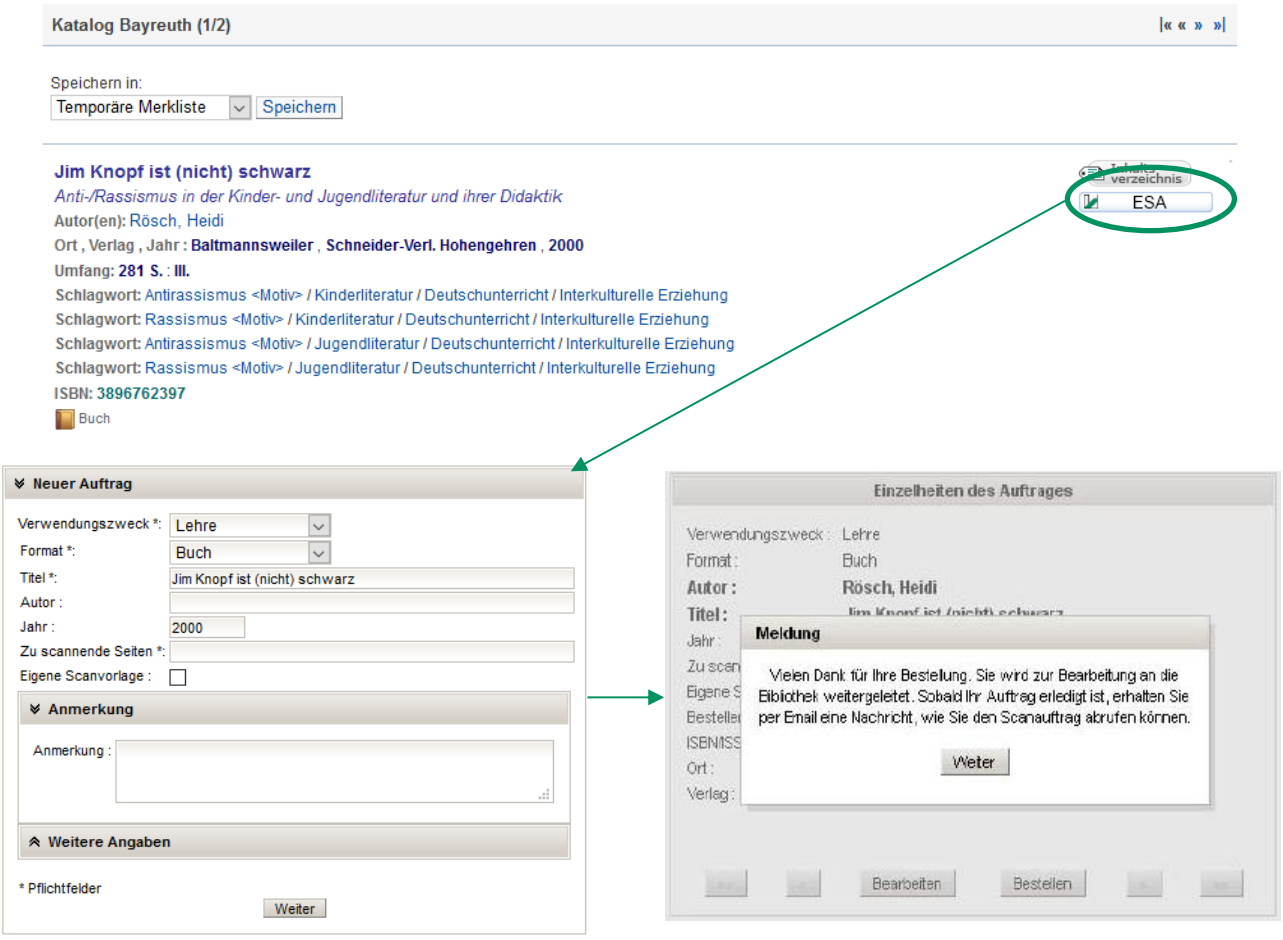


Notification:
Thank you very much for your request. Please hand in your master copy at the circulation desk of the Central Library together with a print of the request form. You will receive an e-mail as soon as the scan is completed. You can collect your master copy from the circulation desk after receiving the email.

If you do not submit your own master copy, the University Library will obtain the requested text for you. In both cases, you are able to check the status of his request by accessing the option "*Aufträge*" (requests) (see below 5.). You will receive an e-mail as soon as the request has been completed and the PDF is ready for download.

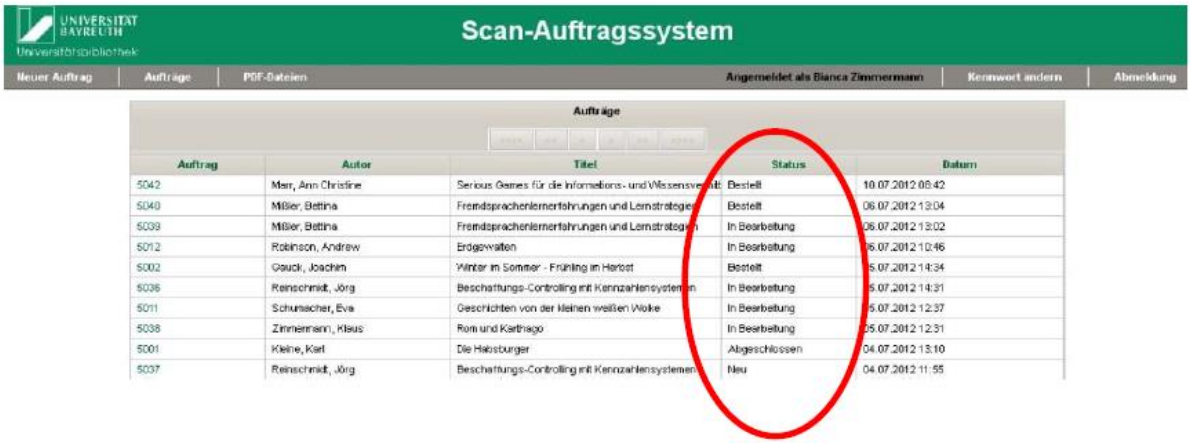
2. Posting a scan request via the library catalogue

After logging in to library catalogue, the you are offered an ESA-button in the detailed view for the publication. They need to check the settings, fill in the mandatory fields (esp. "*Zu scannende Seiten*", i.e. pages which should be scanned) and post the request in ESA.



5. Administration of your requests

An overview of your scan requests is available via the option "*Aufträge*" (requests). You can view the data of the publication, the number of your request, the registration number of the medium and the status and date of your scan requests.



The following status messages are possible:

Neu	(New)	Mandatory fields are missing; The request will be processed by the University Library as soon as these fields have been filled in.
Bestellt	(Ordered)	Your request is complete and will be processed by the University Library as soon as possible.
In Bearbeitung	(In progress)	Your request has been processed by the University Library; Object has yet to be scanned.
Abgeschlossen	(Completed)	A PDF file of the requested object has been created.
Abgelehnt	(Rejected)	A PDF file will not be created. Possible reasons are, e.g. there is a corresponding online document or the request is violating the German Copyright Act (too many pages requested).
Rückfrage	(Request)	The University Libary has questions for you regarding the scan. The details can be accessed by opening the scan request in question.
Reklamiert	(Complaint)	You rejected the PDF files, e.g. because the scan was incomplete.

6. Contact

For questions, suggestions and in case of technical difficulties please contact us via esa@ub.uni-bayreuth.de or

- Jörg Schultheis (Tel. 0921/55-3418)
- Waltraud Hartnagel (Tel. 0921/55-3411)

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