



# Annual Copyright License for Academic Institutions

## Service Description

### Copyright Clearance Center

Copyright Clearance Center, Inc. is the world's largest licensing agent for text reproduction rights. The company plays a critical role as an intermediary between copyright holders – including publishers, authors and other creators – and academic institutions and businesses seeking permission to reproduce and distribute portions of copyrighted material in print and digital formats. A not-for-profit company founded in 1978, Copyright Clearance Center has become the global leader in secondary text rights licensing and the largest text-based copyright licensing resource. Through established licensing partnerships with thousands of publishers and hundreds of thousands of authors and other creators (directly or through their agents), Copyright Clearance Center represents millions of works, providing access to millions of rights for the world's most sought after content. More information on Copyright Clearance Center and our academic licensing services can be found at [www.copyright.com/academic](http://www.copyright.com/academic).

Today, Copyright Clearance Center works with more than 1,000 colleges and universities across the U.S. in all Carnegie classes. Our online pay-per-use services provide permissions to use

text-based copyrighted materials – in both print and electronic format – for coursepacks, classroom handouts, library reserves, electronic postings, and interlibrary loan.

### Introduction

In June of 2007, Copyright Clearance Center introduced a new product for the academic market – the Annual Copyright License for Academic Institutions. Designed with input from hundreds of academic professionals from more than 50 colleges and universities, and co-developed with Middlebury College – a leading liberal arts college and member of the Oberlin Group – the Annual Copyright License is a single, comprehensive license that allows faculty, librarians, researchers and staff to reuse text-based copyrighted content for educational purposes, while respecting the intellectual property of others.

### License Overview

Copyright Clearance Center developed this licensing model to address the diverse needs of academic institutions and the continuing shift to electronic distribution of content on campus. The

Annual Copyright License is a comprehensive licensing service offered as an annual subscription to academic institutions of higher education.

## The Annual Copyright License:

- Covers the reproduction and distribution of text-based copyrighted content in print and digital formats for educational and research purposes, by all faculty, librarians, research and administrative staff within public, private not-for-profit, and private for-profit institutions of higher education
- Is available to single campus institutions, multi-campus institutions, and university systems within the U.S., as well as an institution's international campuses
- Covers the creation of course materials for licensed institutions by off-campus copy shops and local, regional, and national coursepack providers who have an agreement with the institution and are identified to Copyright Clearance Center

Individuals covered at an institution include:

- Full-time, part-time, and adjunct faculty
- Full-time, part-time, and contract staff
- Permanent and visiting researchers
- Full-time and part-time graduate and undergraduate students
- Administrators

## Key Features

Key features of the Annual Copyright License include:

- Authorized conversion of paper copies to digital format when an electronic copy is unavailable from the rightsholder or their authorized agent
- Waiver of any and all unasserted prior claims of copyright infringement for uses and works falling within the scope of the license by rightsholders registered with Copyright Clearance Center (This waiver is effective upon the institution's first renewal of the Annual Copyright License)
- Persistent access: Rights to works included in the license inventory will remain available to the institution for the full term of the license regardless of whether a title and/or rightsholder is removed from the program
- An efficient, online mechanism to verify titles covered under the license

## Key Benefits

The Annual Copyright License affords users an efficient and economical approach to share content and collaborate freely while respecting the intellectual property of others. Key benefits of the license include:

- Institution-wide coverage
- A comprehensive, uniform set of reuse rights
- Ease and convenience of a single, multi-use license
- An efficient process which translates into administrative cost savings for the institution
- A predictable budgeting process for copyright permissions
- Respect for intellectual property across the institution

## Licensed Uses

The Annual Copyright License supports both print and digital reproduction and transmission of copyrighted material. Some of the more popular uses covered by the license include:

### Print coverage:

- Coursepacks
- Class handouts
- Library reserves
- Administrative photocopying and internal communications

### Digital coverage:

- Electronic coursepacks
- Course management system and intranet postings
- E-Reserves
- Internal email

In addition, faculty, students, researchers and staff can share and store -- for academic purposes of the institution -- electronic content covered under the Annual Copyright License on new and emerging mobile devices such as the Amazon Kindle DX, Sony Reader, Apple iPhone and iPod Touch, and BlackBerry Smartphones, as well as the traditional desktops, laptops and servers.

## License Limitations

The Annual Copyright License does not cover the following uses:

- External promotional and advertising use
- Interlibrary Loan (ILL)/document delivery – ILL borrowing and distribution, as well as document delivery by the institution's library/

libraries, are not covered under the license. However, once received by the institution, licensed content acquired through any authorized means may be used within the scope of the license in coursepacks, class handouts, electronic postings, etc.

- The reproduction of the entire work is prohibited unless specifically noted by the rightsholder
- The license does not include any right to create a library, collection or repository to substantially replace the institution's need for a particular work or subscription

The Annual Copyright License cannot be used to substitute for an institution's need for original works or subscriptions genuinely needed to serve the institution's constituents. Please refer to the Annual Copyright License Agreement for a complete list of limitations.

## Usage Surveys

Institutions that purchase the Annual Copyright License are required to provide usage data of copyrighted content used in course materials. Copyright Clearance Center will work closely with licensed institutions to obtain a statistically valid sampling of coursepacks issued or a listing of the copyrighted content included in coursepacks produced by on- and off-campus coursepack producers. The sample will be pulled from the total coursepacks produced during a major academic term (e.g. semester, trimester, or two quarters) and must be representative of the major academic disciplines taught at the institution. Copyright Clearance Center will work well in advance with the institution to determine the reporting period and methodology and will be available to answer questions and provide assistance as necessary. The coursepacks (or listing

of copyrighted content) are to include the following information:

- Publication title
- Chapter/Article title
- Number of pages reproduced
- Course name and enrollment
- Academic discipline

Copyright Clearance Center will use data provided by licensed institutions to allocate and distribute royalty fees among participating rightsholders. All usage data provided by licensed institutions will be kept strictly confidential by Copyright Clearance Center and will be aggregated with data collected from other academic institutions.

Licensed institutions that do not issue coursepacks may provide a download of documents posted on the institution's e-reserve and/or course management system, a listing of the copyrighted content posted within those systems, or other representative information of copyrighted content used in course materials. Please contact Copyright Clearance Center for more information about this option.

## License Implementation

As part of the Annual Copyright License, Copyright Clearance Center provides a comprehensive program of training and support to assist licensed institutions in implementing the license on their campus. Shortly after an institution purchases the license, a representative from Copyright Clearance Center will work with the appropriate people on campus, as well as any specified off-campus vendors, to help implement the license and ensure it meets the institution's

content reuse needs. This program consists of the following:

- Copyright Education – includes a complimentary 90-minute “Copyright Foundations” online session that provides an introduction to copyright law, overviews of fair use and works in the public domain, and instructions on how to use the Annual Copyright License search interface. In addition, half-day follow-on courses and workshops are offered to licensed institutions at a 50% discount.
- Vendor Integration – since the Annual Copyright License extends “beyond the four walls of the institution” we will help you implement the license with off-campus local and national coursepack providers.
- License Roll Out and Implementation—Copyright Clearance Center can provide support materials and assistance to raise awareness of the Annual Copyright License and ensure a successful implementation across the campus.
- Usage Survey and Data Collection – tools and assistance to determine the best way for the institution to gather and submit the necessary information required under the license.

## License Pricing

Pricing of the Annual Copyright License is on a per-student basis based on the institution's Carnegie Classification Enrollment Profile and its full-time equivalent (FTE) graduate and undergraduate student enrollment (For more information on the Carnegie Classification of Institutions of Higher Education, please visit [www.carnegie-foundation.org/classifications](http://www.carnegie-foundation.org/classifications). To look up your institution's Carnegie Classification, hover over the “Lookup & Listings” tab and click on “Institution Lookup”. Enter your institution name and

then click on it in the search results. A table will be displayed that includes your FTE enrollment and Enrollment Profile Classification.). The licensed institution is required to provide Copyright Clearance Center with updated FTE student enrollment data on an annual basis at time of renewal. In addition to the per-student fee, there is a first year administrative fee equivalent to 20% of the total per-student fee.

Copyright Clearance Center offers a discount for university systems (that purchase the license under a single agreement) based on the number of campuses under the system that participate in the license.

## Participating Publishers

Our Rightsholder Relations team continues to add new publishers and titles on a weekly basis, and the license repertory is growing at a terrific rate. Currently, there over 600 participating publishers including top publishers used by academia such as Elsevier, John Wiley & Sons, American Psychological Association, Perseus Books and Princeton University Press. For a complete listing of the participating publishers, please contact Copyright Clearance Center.

## Copyright Clearance Center Contact Information

If you have any questions or would like more information regarding the Annual Copyright License, please contact the Copyright Clearance Center Licensing Consultant for your area.

For institutions located in: AR, CT, DE, GA, IN, KS, LA, ME, MA, MS, NC, OH, RI, TX, UT, VT, WV, and Washington, DC please contact:	For institutions located in: AK, CA, HI, ID, MI, MT, NE, NV, NM, ND, OR, PA, SC, WI, and WY please contact:	For institutions located in: AL, AZ, CO, FL, IA, IL, KY, MD, MN, MO, NH, NJ, NY, OK, SD, TN, VA, and WA please contact:
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