

Information Usage Survey Overview

For Survey Participants

As a Copyright Clearance Center (CCC) or RightsDirect Copyright Licensee, every two years your company is required to participate in an information usage survey. The survey is vital in determining how royalties are allocated among publishers and other copyright holders.

PARTICIPATING IN THE SURVEY IS QUICK AND EASY!

Step 1. Register – Simply go to www.corporateusagesurvey.com. Set your account by entering your email address as username and select a password. Next type in your CCC company code (provided to you by your in-house survey coordinator), confirm your company name, and select your company's survey start date. Finally, identify your role and location. Note the country flags in the upper left hand corner of the page. Click on these icons to switch the language of the survey between English, German, Spanish and French.

Step 2. Report – Once a day for 10 business days, go to www.corporateusagesurvey.com and let us know what published information you've shared, how many people you've shared it with and how you've distributed it. We'll even send you a daily email reminder. Please note, you must report your content usage on day one of the survey in order to activate the daily email reminder.

WHAT TYPE OF INFORMATION SHOULD YOU REPORT?

Each day of the survey, we'd like to know what published materials — print or electronic — you've shared with other people in your company by photocopying, emailing, faxing, scanning or posting it to a company intranet site. We would also like to know whether or not you kept a copy of the publication for yourself. It is important that you report every day of the survey period. If you haven't used or shared any published materials within your company simply click "Log None for Today".

The Information Usage Survey is administered by an independent third party market research firm on CCC's behalf. Please note that your personal information will not be used for any purposes other than validating your participation in the survey, nor will it be shared with outside parties. Also, the specific data you report in no way affects the license fee.

Please contact your company's survey coordinator with any questions you may have. Thank you for your participation.

If you have technical questions about the survey process please contact TideWatch at support@corporateusagesurvey.com.