

Annual Copyright License[®] for Business

Frequently Asked Questions

What is the Annual Copyright License?

The Annual Copyright License is a single source of global rights that empowers companies to use and efficiently share published content, accelerate business results, and simplify copyright.

With Copyright Clearance Center's (CCC) Annual Copyright License you can:

- E-mail online articles to fellow employees and co-workers
- Distribute copies of published articles at internal meetings
- Share electronic copies of works internally through intranet postings and collaboration applications
- Print and copy published articles to share with company colleagues
- Attach copies of articles to internal company communications, such as newsletters

The license also authorizes external distribution of materials in two situations:

- Fulfillment of government regulatory requirements (with appropriate notices)
- Share a single electronic copy of an article with a client, customer, or prospect upon request. Examples:
 - Financial advisor provides an article to a client requesting information on a recommended investment strategy.
 - Healthcare professional provides an article to a patient requesting information regarding treatment.

How does the Annual Copyright License work?

Under the Annual Copyright License, all of your organization's U.S.-based employees are free to internally use and share excerpts of copyrighted content represented in Copyright Clearance Center's global repertory.

CCC distributes license fees collected from licensees to participating rightsholders. This process eliminates the need for companies to obtain individual permissions from copyright holders for the use of their content. Company-wide record keeping of each copy made is not necessary.



How do I verify that a publication is covered by my Annual Copyright License?

CCC's RightFind® solutions offer the quickest, most reliable way for employees to confirm rights to share specific content, all without leaving their workflow. If your organization has not installed RightFind, please consult with your Client Engagement Manager to determine which RightFind solution is best for you.

Here's how to confirm rights with RightFind:

1. **Log on to your RightFind solution**, such as RightFind Advisor, CCC's complementary rights lookup tool.
2. **Search for a publication:**
 - (i) Enter the Publication Title or Standard Number (ISBN/ISSN) of the publication that you wish to use.
 - (ii) Click the "Search" button.
3. **Verify coverage:**

In the search results, the most frequently requested publications are displayed first. Next to every record in RightFind there is a link: "How can I use this copyrighted content?"

The screenshot shows the RightFind interface. At the top, there's a navigation bar with the Copyright Clearance Center logo and 'RightFind Advisor'. Below that, a search bar contains the text 'annual review of applied linguistics'. The search results show two entries for 'Annual review of applied linguistics'. Each entry includes publication details like ISSN, date, publisher, language, and country. Below the details, there's a section titled 'How can I use this copyrighted content?' with a list of permissions: Digital Sharing, Photocopy Sharing, Digital responsive rights, and Self-Use Translation Rights. Each permission has a green checkmark. There are also links for 'TERMS' and 'View more uses'.

- **Covered by the Annual Copyright License** ✓

The type of use selected is covered under your CCC Annual Copyright License. Coverage includes all employees of your organization.
- **Covered, but Terms Apply** ⚠

Your search results may include special terms from the copyright holder and can include information about how to share the work. Click the "TERMS" link to view any special terms associated with the publication.

FAQ

- **Covered, but Terms Apply** ⚠️

Your search results may include special terms from the copyright holder that restrict some uses. Click the “TERMS” link to view any special terms associated with the publication.

- **Not Covered** ❌

The type of use selected is not covered under your CCC Annual Copyright License. Click the “Digital Sharing” or “Photocopy Sharing” links, then click the orange “Request Coverage” button and CCC will request that the copyright holder add the publication to our rights database in the future.

I’m looking for a publication but I can’t find it. What should I do?

If you’re having difficulty finding a publication through our search box within RightFind:

- Be sure you’re searching by publication title, not article title. For example, search for “The Washington Post” if you need to reuse an article within *The Washington Post*.
- Check the spelling of your search term(s).
- View our search tips for ways to optimize your search.



- If you are not able to find a specific non-U.S. title or publisher, we may be authorized to provide permission even though it is not listed in our catalog. You can [review the countries](#) for which we have general authorization.

What if my publication is not covered by the license?

While the Annual Copyright License covers millions of books, journals, magazines, newspapers and other works from thousands of publishers, you may find a piece of content that is not covered by the license. RightFind offers options to quickly and easily purchase the permissions you need for those publications on an individual basis. If you cannot find the content you are looking for within RightFind, please check CCC’s Pay-Per-Use Services on [copyright.com](#).

How can I tell if my company has an Annual Copyright License?

If you’re not sure if your organization has an Annual Copyright License, check with your corporate library staff or corporate attorney.

Will the Annual Copyright License protect my company from being sued by copyright owners for infringement of their works?

Upon your first year license renewal, the publishers registered with CCC automatically waive any and all unasserted prior claims for copyright infringement of works falling within the scope of the rights granted under the license.



How is my license fee determined?

The Annual Copyright License fee is determined by the size of the company and its primary industry. The cost of each industry is determined from the amount, relative cost and nature of content use in that industry.

Over its more than 40 years of operating the Annual Copyright License and related licenses, CCC has collected extensive amounts of data through surveys of content use within companies. CCC uses that data, together with other information, to project content use across individual industries and then to calculate appropriate fees to reflect that content use.

Does an Annual Copyright License allow me to do anything I want with copyrighted material?

The Annual Copyright License is generally intended to permit distribution of articles on a periodic, non-systematic basis to other people within an organization. It is not meant to replace subscriptions or purchases of a work that you or other people in the organization need in the ordinary context of your work.

- The Annual Copyright License permits employees of licensed companies to reuse excerpts of covered material for internal and select external uses. It is not a license to reproduce copyrighted publications in their entirety (although it does allow reproduction of entire articles or chapters within periodicals or books) or to alter or manipulate the content in any way.
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- It is not a license to distribute paper or digital copies in a systematic way (for example, through a clipping service or any means intended to replace an employee's need for a subscription or purchase) or to make searchable libraries or archives of materials intended to avoid the need for subscriptions.

In brief, the Annual Copyright License is a valuable tool as part of your corporate communications and compliance policies and can easily be used to keep employees informed with details relevant to your business.

Is storage allowed under the license?

Yes, as long as the storage does not create a library or collection intended to substantially replace users' need for a particular Work.



Does my Annual Copyright License cover the copyright fee charged to me by document deliverers?

No, it does not. The fee that document deliverers may charge you and call a “copyright fee” is usually intended to reimburse them for the fee that THEY presumably paid to the copyright holder for the copy that THEY made for delivery to you when you ordered. They choose to identify and pass that fee along to you.

Although your Annual Copyright License does not cover the original copying act by the document deliverer, it does allow you to copy the permissioned article you receive from the document deliverer and distribute those copies within your organization.

Does an Annual Copyright License allow me to distribute content within the company from electronic materials or services that the company has bought or to which it has a subscription?

In general, the answer is yes if the content is registered with CCC. There are limitations, however. For example, whether in paper or electronic form, a publication may not be copied cover-to-cover (an article or chapter is okay), nor may copies of articles or chapters be distributed systematically within the company. That means that employees who have a print or electronic subscription to an information service or publication because they use it or read it regularly may not make use of their company’s Annual Copyright License to replace any employee’s need for a subscription by creating an internal clipping service or similar internal distribution service.

Otherwise, however, you may circulate items of interest quite widely within your company and be assured that your employees are operating within the bounds of copyright compliance.

Can I scan articles under the Annual Copyright License?

You may convert portions of registered publications from paper to digital format when the desired work is not available in electronic form.

Is coverage available to our foreign employees?

Unless you have purchased an Annual Copyright License that expressly includes your non-U.S. employees, under the terms of the Annual Copyright License, foreign employees may read the materials, but may not reproduce or distribute them. For those uses, you would need to purchase our Multinational License.

Does Copyright Clearance Center offer licensing services for content reuse outside of my company?

Yes. In addition to the limited external rights granted under the Annual Copyright License, CCC offers many different licensing services to meet the content reuse needs of various markets. To get permission to share content with others outside of your organization, you may purchase these added permissions within RightFind. If you need bulk quantities of article reprints from a publisher, CCC’s dedicated, personalized Reprints service provides high quality, full-service delivery for reprints and ePrints and may be contacted at reprints@copyright.com.



Can I submit content to government agencies under the Annual Copyright License?

Yes. U.S. employees may submit copies of relevant supporting documentation for filings as required by government agencies.

What groups recognize Copyright Clearance Center?

The International Federation of Reproduction Rights Organisations (IFRRO) recognizes CCC as the Reproduction Rights Organization for the United States. The Association of American Publishers (AAP) and the Association for Copyright Enforcement (ACE), two of the primary associations in the publishing industry concerned with copyright enforcement, both support the Copyright Clearance Center program and have agreed that they will not pursue nor support copyright infringement litigation by their members against Copyright Clearance Center licensees.

