



## Frequently Asked Questions

# Annual Copyright License for Business

## What is the Annual Copyright License?

The Annual Copyright License is an enterprise-wide, single source, global licensing solution that empowers companies to efficiently collaborate using published content, authorizes the internal-only use of lawfully acquired content with artificial intelligence (AI) systems, accelerates business results, and simplifies copyright compliance.

Sample Copyright Clearance Center's (CCC) Annual Copyright License internal use cases:

- **Corporate Communication:** Embed a PDF version of a recent article about the company into an internal company newsletter or post it to the company's intranet site for employee awareness. Combine the key takeaways from a collection of text documents to create a visualization of those key points.
- **Human Resources:** Use portions of a work in an internal presentation at a company meeting or in an employee education program. Train internal chat bots to provide answers to employees' business questions.
- **Marketing:** To substantiate claims made in promotional materials, the full text of a supporting source can be stored in the same system used to develop, manage, and approve marketing content. Fine-tune or augment licensed AI systems for specialized internal projects.
- **Research & Development:** Store a copy of a purchased digital article on the company intranet for use in a specific project. Automate literature triaging and review, prioritizing articles of interest and identifying common themes, trends, and conflicting findings.
- **Competitive Intelligence & Market Monitoring:** Host a competitive intelligence collaboration site for project teams that includes news articles, published literature, press releases, market reports, and other content related to direct competitors. Automate the analysis of news content and market research to better understand the market, customer needs, and the competitive landscape.

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

- **Regulatory Submissions:** Annotate and submit supporting articles to a government agency as required as part of a regulatory or patent filing (with appropriate notices).
- **Responsive Rights:** Share a single electronic copy of an article with a client, customer, or prospect upon request. Responsive rights use case examples:
  - **Financial Advisor:** Provide an article about a recommended investment strategy in response to a client request.
  - **Medical Affairs:** Respond to a medical information request from a healthcare professional or patient by sending a single digital copy of a scientific article about a specific drug therapy.

### How does the Annual Copyright License work?

The Annual Copyright License allows for your U.S.-based employees to reuse copyrighted content in the CCC repertory for common types of collaboration, such as storing a copy of an article in a collaboration tool for use in a team project, using a portion of a work in an internal presentation, or handing out copies of an article about the company at your Board of Directors meeting. The license also allows customers to use lawfully-acquired content as inputs for the application of AI internally.

CCC distributes license fees collected from licensees to participating rightsholders. This process reduces the amount of time associated with having to pursue individual permissions from copyright holders for the use of their content.

### 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 reuse specific content, all without leaving their workflow. A CCC licensing representative can advise you on which RightFind solution is best for you.

Here's how to confirm rights with RightFind Advisor:

1. **Log on to RightFind Advisor**, CCC's complimentary 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?"



#### Covered by the Annual Copyright License

The type of use selected is authorized within the scope of your CCC Annual Copyright License. Coverage includes all employees of your organization that are based in the United States. CCC's Multinational Copyright License would be needed to extend coverage to employees overseas.



#### Covered, but Terms Apply

Your selected type of use is authorized within the scope of the license, but may include special terms from the copyright holder about how the work may be reused. For example, there may be a limitation on the size of the audience when displaying content to an external group. Click the "TERMS" link to view any special terms associated with the publication.



#### Not Covered

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## Frequently Asked Questions

### 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 title or publisher, click the "Digital Sharing", "Internal All Rights", or "Photocopy Sharing" link, 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.

### 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](http://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 for uses falling within the scope of the rights authorized under the license.



### How is my license fee determined?

The Annual Copyright License fee is determined by the size the company and its primary industry. The price for each industry is determined based on 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 market 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 authorizes the reuse of articles on a periodic, non-systematic basis. 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.

- While this license greatly facilitates collaboration using copyrighted materials within your company, it does not authorize the sale of copies, fee-for-service reproduction, or the reproduction of publications in their entirety (other than single articles or chapters within a larger publication).
- It also does not permit distribution of content in digital form to anyone who is not an employee of your company or authorized consultant — except in two cases: (i) in response to government filing requirements, and then only when bearing appropriate notices, and (ii) in response to a client request, in which case a single electronic copy may be delivered if authorized by the individual rightsholder. In either case, the license may not be used as a source for regular document delivery.
- 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 replace the need for subscriptions.

In brief, the Annual Copyright License is a valuable tool as part of your corporate communications and compliance policies.

### Is storage allowed under the license?

Yes, as long as the storage does not create a library or collection that is 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 pay to the copyright holder for the copy that THEY made for delivery to you when you ordered.

Although your Annual Copyright License does not cover the original copy received from the document deliverer, it does allow you to store and reuse the permissioned article you receive from the document deliverer in accordance with the license.



### 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. 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 the need for that subscription or additional subscriptions or purchases by creating an internal clipping service or similar internal distribution service.

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### 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. 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](mailto: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.

#### About CCC

A pioneer in voluntary collective licensing, CCC advances copyright, accelerates knowledge, and powers innovation. With expertise in copyright, data quality, data analytics, and FAIR data implementations, CCC and its subsidiary RightsDirect collaborate with stakeholders on innovative solutions to harness the power of data and AI.

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