



INFORMATION USAGE SURVEY OVERVIEW

For Survey Coordinators

As part of your license agreement with Copyright Clearance Center (CCC) or its subsidiary RightsDirect, your company is required to participate in an Information Usage Survey periodically. The survey helps ensure that authors, publishers, and other copyright holders are compensated fairly for the use of their content.

CONDUCTING THE SURVEY IS EASY

Step 1 – Pick a date

Contact your CCC/RightsDirect Client Engagement Manager to determine a kick-off date. After you registered your start date, participants report their content usage for 10 business days.

Survey Mode

Copyright Clearance Center Annual Corporate Repertory licensees are required once every two years to report usage data under the license. One way to meet the survey obligation is to track both photocopy and digital uses through Rightfind using a tracking feature called Survey Mode. When Survey Mode is on, Rightfind will present a dialogue box that allows users to log content sharing. You can choose to turn Survey Mode on/off manually or by scheduling it in advance.

☐ Manually turn Survey Mode On/Off



☒ Schedule Survey Mode

Start date



End date



Start date begins at 12:00am EST

End date ends at 11:59pm EST

Save

Cancel

HOW DOES THE SURVEY WORK?

Report as You Search

1. Go to rightfind.copyright.com. You may be prompted to login or create an account. Best practice is to create an account (login) from the homepage of RightFind to ensure you receive daily email reminders to help encourage participation during the survey period. From the RightFind homepage, a pop-up appears explaining the survey process.

Your organization is participating in Copyright Clearance Center's information usage survey. During the survey period, you'll still be able to find content and check on copyright permissions. You'll just be prompted to also enter usage information about how you're sharing this content.

The information you provide will be used in aggregate. Neither you nor your organization will be identified specifically. We appreciate your cooperation! And, even if you're not sharing content today, be sure to log that information as well. (Use the "Log it" link next to the RightFind logo.)

Thank you for participating!

2. Use the search box to find the title of the content you're sharing. In normal mode, the lower portion of each search result will have a preview grid that displays permissions. In survey mode, that language is replaced with this link; "How can I share this copyrighted content?"

Your screen may look like this:

The screenshot shows the RightFind search interface. At the top, there's a search bar with 'jama' entered and an 'Advanced Search' button. Below the search bar, it says '619418 publications and 7375590 articles/chapters matched your search term(s)'. On the left, there are filters for 'Publication type' and 'Language'. The main area displays 'Publication Results' for 'JAMA'. Three results are shown, each with a preview grid. The preview grid for each result contains two links: 'How can I use this copyrighted content?' and 'Report a problem with this publication'. These links are highlighted with a red box in the image.

SEARCH: [Advanced Search](#)

Filter your results: [619418 publications and 7375590 articles/chapters matched your search term\(s\)](#)

[Hide filters](#) [Didn't find what you're looking for? Log your usage anyway.](#)

Publication Results [View All \(619418\)](#)

JAMA	JAMA : the journal of the American Medical Association	JAMA
PUBLICATION TYPE: Journal	PUBLICATION TYPE: Journal	PUBLICATION TYPE: Journal
ISSN: 1244-1880	ISSN: 0098-7484	ISSN: 1333-0519
Date: 2016 - Present	Date: 1960 - Present	Date: 2001 - Present
Publisher: Publications médi...	Publisher: AMERICAN MEDIC...	Publisher: Zagreb Publishing
Language: Russian	Language: English	Country: Croatia
Country: France	Country: United States of Am...	

How can I use this copyrighted content?

Report a problem with this publication

Or your screen may look like this:

Narrow your results: [Hide filters](#) Didn't find what you're looking for? [Log your usage anyway.](#)

Results: 1-25 of 621053 [25 Results/page](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#)

Publication type	Language	Country
<input checked="" type="checkbox"/> All <input type="checkbox"/> Journal (44453) <input type="checkbox"/> e-Journal (12952) <input type="checkbox"/> Book (457838) <input type="checkbox"/> e-Book (27289) <input type="checkbox"/> Standard (64645) View all	<input checked="" type="checkbox"/> All <input type="checkbox"/> Acoli (1) <input type="checkbox"/> Afrikaans (111) <input type="checkbox"/> Akkadian (4) <input type="checkbox"/> Albanian (5) <input type="checkbox"/> Algonquin (1) View all	<input checked="" type="checkbox"/> All

JAMA

PUBLICATION TYPE: Journal

ISSN: 1244-1880
Date: 2016 - Present
Publisher: Publications médicales internationales

Language: Russian
Country: France

How can I use this copyrighted content?

[Report a problem with this publication](#)

JAMA : the journal of the American Medical Association

PUBLICATION TYPE: Journal

ISSN: 0098-7484
Date: 1960 - Present
Publisher: AMERICAN MEDICAL ASSOCIATION

Language: English
Country: United States of America

How can I use this copyrighted content?

[Report a problem with this publication](#)

3. Click the link and the survey appears on your screen. Fill out the survey as accurately as possible and click Submit.

After you have submitted the brief survey, you will see information about license coverage for that title.

USAGE SURVEY

JAMA

PUBLICATION TYPE: Journal

ISSN: 1244-1880
Date: 2016 - Present
Publisher: Publications médicales internationales

Language: Russian
Country: France

How would you like to use this content?
Please check all that apply

Digital Sharing

☐ Email a copy to my co-workers
☐ Store a copy on an internal shared network
☐ Display in a PowerPoint presentation to co-workers
☐ Distribute in a PowerPoint presentation to co-workers
☐ Submit an electronic copy to regulatory authorities
☐ Share single electronic copies with clients, prospects or customers of my organization, in response to a specific request, for information purposes
☐ Other

Photocopy Sharing

☐ Print copies and share with co-workers
☐ Share photocopies with co-workers
☐ FAX photocopies to co-workers
☐ Submit a photocopy to regulatory authorities
☐ Other

Your Own Use

☐ Keep copy for myself

[Submit](#) [Cancel](#)

MORE SURVEY TIPS

Report Title Not Found

1. If you don't find the publication you are looking for, you'll see the message above the search results: "Didn't find what you were looking for? Log your usage anyway." Click on that link.

SEARCH: [Advanced Search](#)

[All](#) | [Publications](#) | [Articles/Chapters](#) | [More](#)

Filter your results: **619418 publications and 7375590 articles/chapters matched your search term(s)**

[Hide filters](#)

Publication type

- ☒ All
- ☐ Article (6978332)
- ☐ Audio (10)
- ☐ Blog (77)
- ☐ Book (457465)
- ☐ Chapter (397258)

[View all](#)

Language

- ☒ All
- ☐ Acoli (1)
- ☐ Afrikaans (366)
- ☐ Akkadian (4)
- ☐ Albanian (8)
- ☐ Algonquin (1)

[View all](#)

Country

Publication Results [View All \(619418\)](#)

JAMA
PUBLICATION TYPE: Journal
ISSN: 1244-1880
Date: 2016 - Present
Publisher: Publications médi...
Language: Russian
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[How can I use this copyrighted content?](#)

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JAMA : the journal of the American Medical Association
PUBLICATION TYPE: Journal
ISSN: 0098-7484
Date: 1960 - Present
Publisher: AMERICAN MEDIC...
Language: English
Country: United States of Am...

[How can I use this copyrighted content?](#)

[Report a problem with this publication](#)

JAMA
PUBLICATION TYPE: Journal
ISSN: 1333-0519
Date: 2001 - Present
Publisher: Zagreb Publishing
Country: Croatia

[How can I use this copyrighted content?](#)

[Report a problem with this publication](#)

Didn't find what you're looking for? [Log your usage anyway.](#)

2. Answer the survey questions to report a failed attempt to search. This helps CCC and RightsDirect extend the breadth of our coverage, or fix isolated errors in the software.

USAGE SURVEY

*Required

Publication name*:
Publication refers to the title of the work—e.g., The Wall Street Journal, New England Journal of Medicine, etc.) For any electronic or online publications, you can simply copy the article name and/or website URL, and paste the information directly into the "Publication Name" field.

ISBN/ISSN:

Format*: ☒ Digital ☐ Print

Publication type*:

How would you like to use this content?
Please check all that apply

Digital Sharing

- ☐ Email a copy to my co-workers
- ☐ Store a copy on an internal shared network
- ☐ Display in a PowerPoint presentation to co-workers
- ☐ Distribute in a PowerPoint presentation to co-workers
- ☐ Submit an electronic copy to regulatory authorities
- ☐ Share single electronic copies with clients, prospects or customers of my organization, in response to a specific request, for information purposes
- ☐ Other

Photocopy Sharing

- ☐ Print copies and share with co-workers
- ☐ Share photocopies with co-workers
- ☐ FAX photocopies to co-workers
- ☐ Submit a photocopy to regulatory authorities
- ☐ Other

Your Own Use

- ☐ Keep copy for myself

[Submit](#) [Cancel](#)

Report No Search Results

1. If your search terms return zero results, a message appears: "If you are sharing content from a publication that is not found, we still need you to log usage data. Log usage now." Click that link.

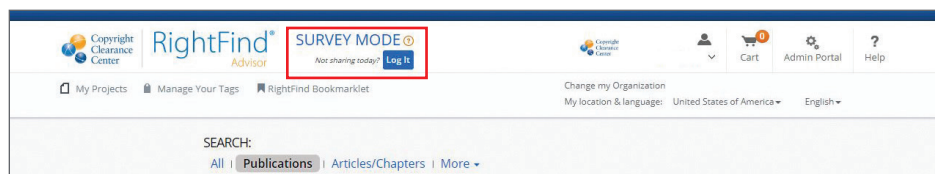


2. A survey appears. Complete it to help CCC and RightsDirect extend the breadth of our repertory, or fix isolated errors in the software.

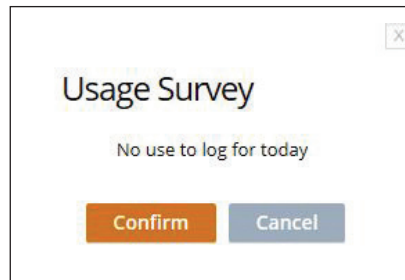
A screenshot of a "USAGE SURVEY" form. The form has several sections: "Publication name:" with a text input field and a note below it; "ISBN/ISSN:" with a text input field; "Format:" with radio buttons for "Digital" and "Print"; "Publication type:" with a dropdown menu. Below these is a section titled "How would you like to use this content?" with the instruction "Please check all that apply". This section contains three sub-sections: "Digital Sharing" with several checkboxes, "Photocopy Sharing" with several checkboxes, and "Your Own Use" with one checkbox. At the bottom are "Submit" and "Cancel" buttons.

Report No Activity

1. At the top of the page, click on "Log it" Under the words "SURVEY MODE."



2. Click CONFIRM to report that you have not shared any content during the workday.



WHAT TYPE OF INFORMATION WILL PARTICIPANTS REPORT?

The survey captures how participants share published materials and which publications they share. Please note, the survey only captures the sharing of third-party published information, not proprietary company materials like internal memos.

HOW IS THE SURVEY DATA USED?

Data reported in the survey has no impact on the fee your company pays CCC or RightsDirect for your license. Participants' personal information is used only to validate their participation in the survey. Individual responses are anonymized and combined with data from other companies in the same industry to create aggregated information that feeds CCC and RightsDirect's distribution algorithm.

WILL CCC REMIND SURVEY PARTICIPANTS ABOUT THE SURVEY?

CCC will send a daily email reminder for 10 days to all survey participants who have a login to RightFind Advisor. The email reminder From address is no_reply@copyright.com. To ensure survey participants receive the email reminder, please ask your IT team to whitelist this email address.



Copyright Clearance Center (CCC) builds unique solutions that connect content and rights in contextually relevant ways through software and professional services. CCC helps people navigate vast amounts of data to discover actionable insights, enabling them to innovate and make informed decisions. CCC, with its subsidiaries RightsDirect and Ixxus, collaborates with customers to advance how data and information is integrated, accessed, and shared while setting the standard for effective copyright solutions that accelerate knowledge and power innovation. CCC is headquartered in Danvers, Mass., with offices across North America, Europe and Asia. To learn more about CCC, visit www.copyright.com.



A Copyright Clearance Center Subsidiary

RightsDirect provides content workflow, document delivery and rights licensing solutions that allow companies around the world to use, share and store content while simplifying copyright compliance. Working with partners around the world, RightsDirect offers sophisticated solutions tailored to the needs of national and global organizations. RightsDirect is a wholly-owned subsidiary of Copyright Clearance Center based in Amsterdam with presence in Tokyo and Munich.



LEARN MORE

For more information about the Information Usage Survey, please contact your account manager.

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 **info@rightsdirect.com**