

## **Copyright Clearance Center Information Usage Survey – Participant Solicitation E-mail**

### **Subject Line: Action Required – Copyright Usage Survey**

It is time to fulfill the Usage Survey requirement for Copyright Clearance Center. You have been selected as a key participant. The survey lasts for ten business days and is done online. The purpose of the survey is to capture instances of published material you have shared. Our survey will start on **ENTER START DATE**.

Examples of published material include: journals, newspapers, newsletters, websites, magazines, books, industry publications, standards, research reports, and blogs.

Examples of sharing include: emailing published materials to colleagues, posting published materials to your intranet site, uploading published materials to collaboration sites such as SharePoint, storing copies of published materials on an internal CRM resource such as Salesforce, distributing published materials as part of internal trainings or meetings, and photocopying published materials.

Here is what you need to do:

#### **Get Started**

On or before **ENTER START DATE**, go to and <https://rightfind.copyright.com> and login to get started.

#### **Report**

Once a day for 10 business days, go to <https://rightfind.copyright.com> and note what published information you've shared, how many people you've shared it with and how you've distributed it.

#### **Remember**

You will receive a daily email reminding you to go to the survey and submit your information for the day. Some participants prefer to set their own calendar reminder. Do what works for you.

Thank you for your participation,

**Your Name**