

With Copyright.com, submitting a request for permission to use copyrighted material is fast and easy. Below is a list of questions users commonly have. Click on any one of them to see the related answer.

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Locate the entry for the publication containing the material you want to use:

- Go to <http://www.copyright.com>. In the search box on the middle of the page, enter the title of the publication **or** its standard number (ISBN or ISSN):



- Click **Go**.

Note: Our permission database is set up by the titles of publications. Do not search using the title of an article, essay or chapter contained in the publication. If necessary, you will have the opportunity to specify this information later on.

- A number of entries may come up. Determine the correct entry for the material you have in your possession and click on the Permission Options button to the right of the entry.

Note: If there is no entry matching the publication you seek, double-check that you have correctly entered the publication title or standard number. Make sure you are searching for the title of the publication, not the title of an article. If a match is not found, you may enter a Special Order request from scratch by going to our [Can't Find What You are Looking For?](#) page.

Choose the type of permission you need:

- A list of pay-per-use permission options will be displayed.

Permission Type	Availability	
<input checked="" type="checkbox"/> Use in electronic course materials	<input checked="" type="checkbox"/> Available for purchase <input type="checkbox"/> Post in electronic reserves <input type="checkbox"/> Post in a course management system <input type="checkbox"/> Use in an e-coursepack <input type="checkbox"/> Post on an academic institution intranet <input type="checkbox"/> Use on a CD-ROM/DVD <input type="checkbox"/> Use on a USB flash drive	Price & Order
<input checked="" type="checkbox"/> Use in print course materials	<input checked="" type="checkbox"/> Available for purchase <input type="checkbox"/> Photocopy for a coursepack <input type="checkbox"/> Photocopy for classroom handouts	Price & Order
<input checked="" type="checkbox"/> Deliver via Interlibrary Loan (ILL) or document delivery	<input checked="" type="checkbox"/> Available for purchase <input type="checkbox"/> Report Interlibrary Loan (ILL) borrowing <input type="checkbox"/> Distribute via commercial document delivery	Price & Order
<input checked="" type="checkbox"/> Photocopy for general business or academic use	<input checked="" type="checkbox"/> Available for purchase <input type="checkbox"/> Photocopy for internal/external business use <input type="checkbox"/> Photocopy for library reserves	Price & Order
<input checked="" type="checkbox"/> Share content electronically	<input checked="" type="checkbox"/> Contact rightsholder directly	Contact Info
<input checked="" type="checkbox"/> Republish or display content	<input checked="" type="checkbox"/> Available for Special Order	Special Order

Note: you are choosing the type of **permission** you need for your use. You will not be able to order content through Copyright.com. For example, you can order **permission to use** an article, but you will not be supplied with a copy of the article.

- For each permission type, Copyright.com will display the available types of use. For example, one of the types of use for the Permission Type “Use in electronic course materials” allows you to re-use on a USB flash drive.

Available for Purchase

An Availability of "Available for Purchase" indicates permission may be granted and purchased immediately.

- Select the radio button for the type of use you wish to order, and then click the corresponding **Price & Order** button.

Permission Selected (If Availability is "Available for Purchase")

After you have selected the permission type, you will need to provide some information about the new work you are creating.

- Fill in the required fields noted with a red asterisk.

Shopping Cart (If Availability is "Available for Purchase")

- Once you have your requests in your shopping cart, you must check out by clicking the Checkout button.

*Note: You will need to be logged in to your copyright.com account. If you do not have a copyright.com account, you can create one by clicking **Create a new account** on the next screen after clicking the **Checkout** button.*

Payment Information (If Availability is "Available for Purchase")

- Enter Payment Information by selecting invoice or credit card.
- For permissions granted immediately, you will be asked to specify how you will be paying for your order.
- Select the payment option you intend to pay by at the time you submit your order.

Note: *Choose to pay by credit card at time of ordering ONLY if you are absolutely certain that you will use the permission and that no information supplied may need modification. If you pay by credit card at the time of ordering, there can be no changes to and no cancellation of the order.*

- After entering your payment information, click the Continue button.

Confirm Checkout (If Availability is "Available for Purchase")

- Review the details of your order. Review the terms and conditions (we suggest you print a copy for your records) by clicking the terms and conditions link in the shaded box under Order Total.
- If you agree to the terms, check the "I accept the terms and conditions" checkbox and click the Place Order button.

A confirmation page will then be shown with your confirmation number. You will also receive an e-mail confirmation that contains a link to the online details of your order.

Available for Special Order

An Availability of "Available for Special Order" indicates CCC is not authorized to grant instant permissions. This applies if we do not have a particular title in our catalog or if certain rightsholders require that they review each permission request first. In these instances, we will gladly work to obtain permission on your behalf.

- Click the "Special Order" button if you wish to request a special order.

Permission Selected (If Availability is "Available for Special Order")

- After you have selected the permission type, you will need to provide some information to place a Special Order.
- Fill in the required fields noted with a red asterisk.

Shopping Cart (If Availability is "Available for Special Order")

- Once you have your requests in your shopping cart, you must check out by clicking on the Checkout button.

Note: *You will need to be logged in to your copyright.com account. If you do not have a copyright.com account, you can create one by clicking **Create a new account** on the next screen after you click the **Checkout** button.*

Payment Information (If Availability is "Available for Special Order")

Granted requests placed as Special Orders are always invoiced. With Special Orders, we will not know what the fee is until the Rightsholder reviews the request, grants it and specifies a royalty fee. CCC adds the processing fee of \$3.50 to the royalty fee and quotes you the total fee. If after learning the fee or for any other reason you decide that you do not want the permission, you must cancel it before it is invoiced.

- Click the "Continue" button if you would like to process with Pay by invoice.

Confirm Checkout (If Availability is "Available for Special Order")

- Review the details of your order. Review the terms and conditions (we suggest you print a copy for your records) by clicking the terms and conditions link in the shaded box under Order Total.
- If you agree to the terms, check the "I accept the terms and conditions" checkbox and click the Place Order button.

A confirmation page will then be shown with your confirmation number. You will also receive an e-mail confirmation that contains a link to the online details of your order.

If after reading the help section you still have questions, you may reach our Customer Relations Department by sending an email to info@copyright.com or by calling 978-646-2600 M-F 8am-6pm Eastern Time.