Checking permissions with RightSphere Basic is easy

Depending on how your RightSphere administrator has configured your company’s installation of RightSphere, you can check permissions by either typing a Publication Name into the RightSphere Search box or add the RightSphere “bookmarklet” to your browser toolbar.

Using RightSphere Search

1. **Locate your company’s RightSphere Search page at** www.rightsphere.com (example below)

2. **Search for a publication**
   1) Enter Publication Name and click the “Search” button
   2) Select the publication you want and click the “View Rights” link

3. **Verify coverage**
   Clicking the “View Rights” link in the search results directs you to all of the available permission types covered under your Annual Copyright License (shown below).

   1) If a permission type is available simply click the “Click to Confirm Permission” button.
   2) If a permission type is not covered by your license you can purchase the rights using CCC’s Pay-Per-Use Services by clicking on the “Click to Purchase Permissions” button.
Using the RightSphere Bookmarklet

The RightSphere bookmarklet allows you to quickly confirm coverage under the Annual Copyright License at the point of content — all from a simple link in your browser toolbar. By clicking on the bookmarklet RightSphere automatically identifies the content you are viewing and surfaces the available permission types based on your license coverage.

If you have yet to add the bookmarklet to your browser toolbar, simple instructions can be found here: www.rightsphere.com/bookmarklet

Please be sure to speak with your RightSphere administrator prior to adding the bookmarklet to be sure this conforms with company policy.

1. **Click the RightSphere bookmarklet to check for available rights**

2. **Verify coverage**

   Clicking the bookmarklet directs you to all of the available permission types covered under your Annual Copyright License (shown below).

   1) If a permission type is available simply click the “Click to Confirm Permission” button.

   2) If a permission type is not covered by your license you can purchase the rights using CCC’s Pay-Per-Use Services by clicking on the “Click to Purchase Rights” button.

Learn more

For more information on RightSphere Basic, please visit the FAQs page on copyright.com.