

Annual Copyright License – Business



Usage Guidelines

1. What is the Annual Copyright License?

The Annual Copyright License allows employees of U.S.-based businesses to reuse and distribute copyright-protected content in print and electronically within their organization from Copyright Clearance Center's extensive repertory of works.

With Copyright Clearance Center's (CCC) Annual Copyright License you can:

- E-mail online articles to fellow employees and coworkers
- Distribute copies of published articles at internal meetings
- Post excerpts of industry research on corporate intranet sites
- Print and copy published articles to share with company colleagues
- Download content for use at company meetings

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

- Fulfillment of government regulatory requirements (with appropriate notices)
- Occasional response to external client request (of authorized materials)

2. How does the Annual Copyright License work?

Once your company pays the fee for the Annual Copyright License, all of your organization's U.S.-based employees are free to internally use and share excerpts of copyrighted content represented in Copyright Clearance Center's repertory. CCC distributes license fees collected from licensees to participating rightsholders. This process eliminates the need for companies to obtain individual permissions from copyright holders for the use of their content. Company-wide record keeping of each copy made is not necessary.

3. How do I verify that a publication is covered by my Annual Copyright License?

Using RightFind™ Advisor, CCC's complementary rights lookup tool (included with the Annual Copyright License), you can quickly check permissions for specific content against the license repertory. If your organization has not installed RightFind, please contact your CCC representative to activate this resource.

4. I'm looking for a publication using RightFind but I can't find it.

- If the title is in our catalog, but is "not covered" by your license, you may use the "Request Coverage" option, which allows you to request the addition of a title to our repertory. Copyright Clearance Center will make every effort to add this valuable title to our catalog for reuse under your annual license agreements. We will notify you if we are able to include this title in the future.
- If you are not able to find a specific non-U.S. title or publisher, we may be authorized to provide permission even though it is not listed in our catalog.
- Place a Special Order and CCC will work on your behalf to obtain permission. Additional fees will apply.

If you still can't find a title and would like us to add it to our catalog, contact us at info@copyright.com and provide the bibliographic information for the publication. We will research the publication to determine whether or not it can be added to our catalog for reuse under your license agreement.

5. 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 using CCC's Pay-Per-Use Services via the "Need other ways to share?" link in RightFind. Here, you can quickly and easily purchase the permissions you need for those publications on an individual basis.

6. 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.

7. 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 falling within the scope of the rights granted under the license.

8. How is my license fee determined?

The Annual Copyright License fee for each company is determined by multiplying the per-professional-employee cost for that company's industry by the number of professional employees at the company. The per-employee-cost for an industry is determined from the amount and nature of content reuse in that industry.

Over its more than 30 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 information, to project content use across individual industries and then to calculate appropriate per-professional-employee rates to reflect that content use.

9. Does an Annual Copyright License allow me to do anything I want with copyrighted material?

- The Annual Copyright License is generally intended to permit distribution of articles on a periodic, non-systematic basis to other people within an organization. It is not meant to replace subscriptions that you or other people in the organization need in the ordinary context of your work.
- The Annual Copyright License permits an employee of a licensed company to reuse excerpts of Copyright Clearance Center-registered materials for internal use only. It is not a license to reproduce copyrighted publications in their entirety (although it does allow reproduction of entire articles or chapters within periodicals or books) or to alter or manipulate the content in any way.
- While this license greatly facilitates copyright-compliant communications within your company, it does not permit one to sell copies or do fee-for-service reproduction.
- It also does not permit distribution of content in digital form to anyone who is not an authorized person — 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, when an individual work is so authorized, in which case a single electronic copy may be delivered. In either case, it is not the intention of the license that you become a regular document deliverer.
- 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 to make searchable libraries or archives of materials in order to avoid the need for subscriptions.

In brief, the Annual Copyright License is a valuable tool as part of your corporate communications and compliance policies and can easily be used to keep your employees in the loop on the important things that affect your business every day.

10. Is storage allowed under the license?

Yes, as long as the storage does not create a library or collection intended to substantially replace users' need for a particular work.

11. 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 presumably paid to the copyright holder for the copy that THEY made for delivery to you when you ordered. They choose to identify and pass that fee along to you.

Although your Annual Copyright License does not cover the original copying act by the document deliverer, it does allow you to copy the permissioned article you receive from the document deliverer and distribute those copies within your organization.

12. 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. That means that 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 any employee's need for a subscription by creating an internal clipping service or similar internal distribution service.

Otherwise, however, you may circulate items of interest quite widely within your company and be assured that your employees are operating within the bounds of copyright compliance.

13. Can I scan articles under the Annual Copyright License?

You may convert portions of registered publications from paper to digital format when the desired work is not available in electronic form.

14. Is coverage available to our foreign employees?

Under the Annual Copyright License, foreign employees may read the materials, but may not reproduce or distribute them. For those uses, you would need to purchase our Multinational License.

15. Does Copyright Clearance Center offer licensing services for content reuse outside of my company?

Yes. CCC offers many different licensing services to meet the content reuse needs of various markets. To get permission to share content with others outside of your organization, use CCC's Pay-Per-Use Services.

16. 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 to government agencies.

17. What groups recognize Copyright Clearance Center?

The International Federation of Reproduction Rights Organisations (IFRRO) recognizes CCC as the Reproduction Rights Organization for the United States. The Association of American Publishers (AAP) and the Association for Copyright Enforcement (ACE), two of the primary associations in the publishing industry concerned with copyright enforcement, both support the Copyright Clearance Center program and have agreed that they will not pursue nor support copyright infringement litigation by their members against Copyright Clearance Center licensees.