

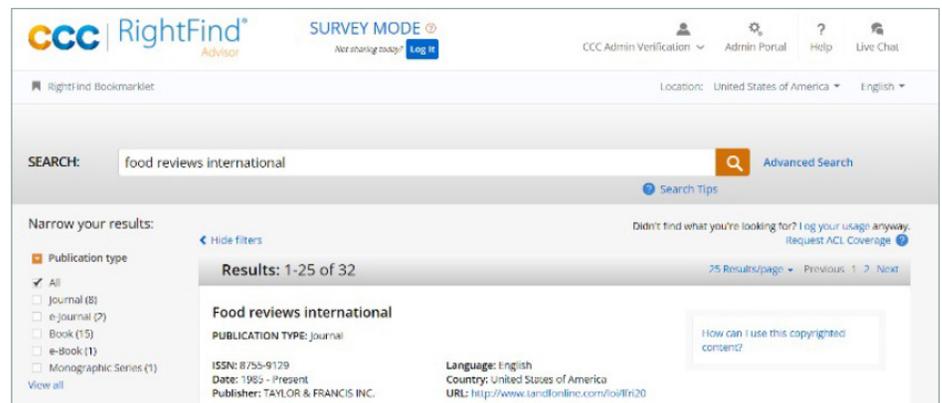
User's Guide

Instructions for Survey Participants

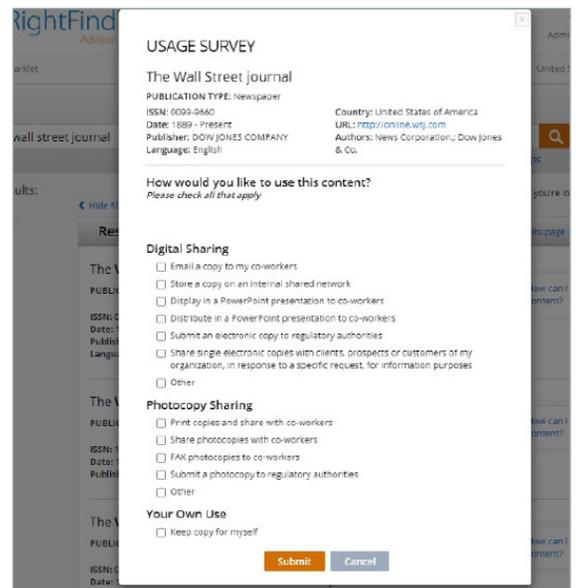
The data gathered through the Information Usage Survey helps ensure that authors, publishers, and other rightsholders are compensated fairly for the use of their content. During the data collection period you will be asked to record how content is being used or shared within your organization. After you register in RightFind Advisor you will log the published content you use, and the method used to share it for 10 business days.

1 How to check coverage & to log survey activity

Type the title of the publication you want to find in the search bar and click on the magnifier icon.



In survey mode, “How can I use this copyrighted content?” will appear to the right of the search results. Click the “How can I use this copyrighted content?” link and the survey will appear on your screen (please refer to the example at right).



Fill out the survey as accurately as possible and click Submit. After you click submit, you will see detailed information about the reuse rights granted by the license for that title.

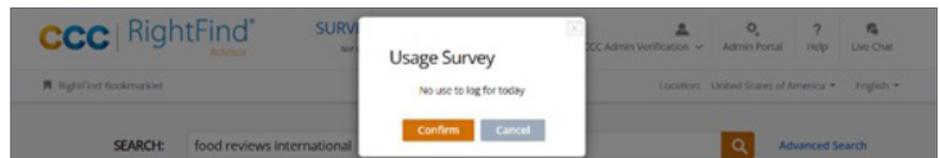


2

What to do if logging no activity

There may be a day when you do not use content, for that day your activity would be logged as follows:

At the top of the page, click on “Log it” Under the words “SURVEY MODE.” Click CONFIRM to report that you have not shared any content during the workday.



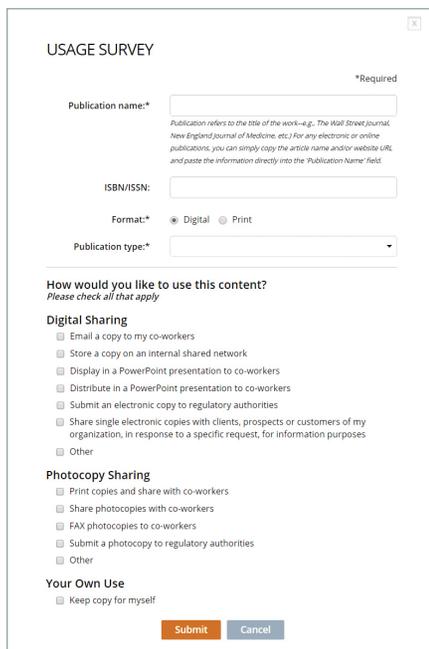
3

What to do if the journal you are searching is not there

While we cover all of the major publishers and millions of articles and other content types there may be an occasion when your search returns a result for a publication that is not covered because the publisher does not participate. These are the instructions for reporting a title that is not found:

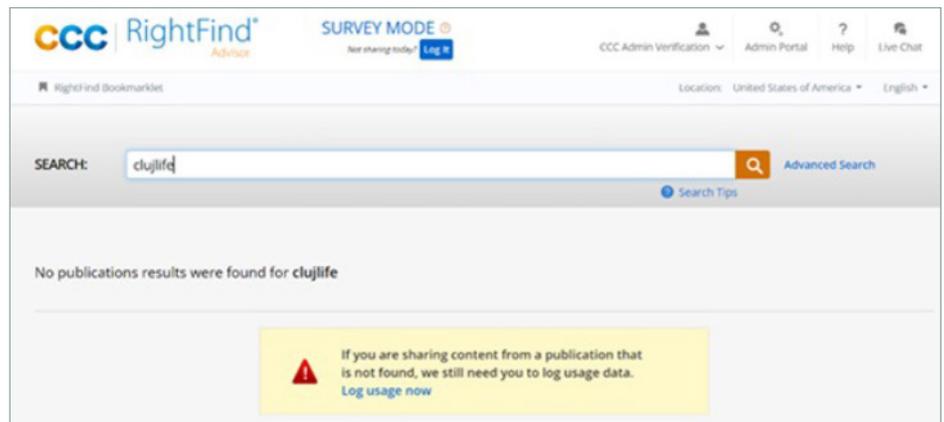
If you don't find the publication you are looking for, you'll see the message above the search results: “Didn't find what you were looking for? Log your usage anyway.” Click on that link. Answer the survey questions to report a failed attempt to search. This helps CCC and RightsDirect extend the breadth of our coverage or fix isolated errors in the software.





To Report No Search Results:

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



As a reminder, every participant must have a RightFind Advisor login. Registration can be completed on the RightFind home page <https://rightfind.copyright.com/rs-ui-web/welcome>.

If your organization uses single sign-on to access RightFind Advisor, survey participants still need to register. This can be done by clicking Sign Out (upper right corner of the screen) which will bring users to a page that prompts them to register. Registration only needs to be completed once and the registered users in the survey will receive daily reminders starting Day 1.

About CCC

A pioneer in voluntary collective licensing, CCC (Copyright Clearance Center) helps organizations integrate, access, and share information through licensing, content, software, and professional services. With expertise in copyright and information management, CCC and its subsidiary RightsDirect collaborate with stakeholders to design and deliver innovative information solutions that power decision-making by helping people integrate and navigate data sources and content assets.



Learn more

For more information about the Information Usage Survey, please contact the License Administration team.

✉ license_support@copyright.com