

#### **Frequently Asked Questions**

# **Information Usage Survey**

## Who am I reporting to?

Copyright Clearance Center (CCC) is a global leader in content management, discovery and document delivery solutions. Through its relationships with those who use and create content, CCC and RightsDirect drive market-based solutions that accelerate knowledge, power publishing and advance copyright.

Based in Amsterdam and with a presence in Tokyo, RightsDirect is a wholly-owned subsidiary of Copyright Clearance Center (CCC). Working in close partnership with the world's leading rightsholders and collecting societies, we offer licensing and content solutions that reflect the needs of local and global organizations. Together, CCC and RightsDirect serve more than 35,000 companies and over 12,000 rightsholders around the globe.

## Why am I being asked to complete this survey?

Your company holds a license from CCC or RightsDirect. As part of the license agreement, employees of your company must participate in an Information Usage Survey periodically. The survey helps ensure that authors, publishers, and other copyright holders are compensated fairly for the use of their content.

### How do I participate in the survey?

1 You must have a RightFind Advisor login to participate in the Information Usage Survey. Registration can be completed on the RightFind home page.

If your organization uses single sign-on to access RightFind Advisor, you still need to register. This can be done by clicking Sign Out (upper right corner of the screen) which will bring you to a page that prompts you to register. Registration only needs to be completed once.

Your organization is participating in Copyright Clearance Center's information usage survey. During the survey period, you'll still be able to find content and check on copyright permissions. You'll just be prompted to also enter usage information about how you're sharing this content.

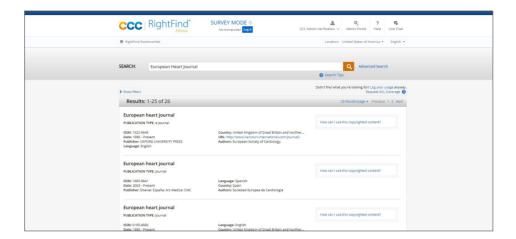
The information you provide will be used in aggregate. Neither you nor your organization will be identified specifically. We appreciate your cooperation! And, even if you're not sharing content today, be sure to log that information as well. (Use the "Log it" link next to the RightFind logo.)

Thank you for participating!

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## **Frequently Asked Questions**

Use the search box to find the title of the content you're sharing. In survey mode, "How can I share this copyrighted content?" will appear on the right next to the search results.



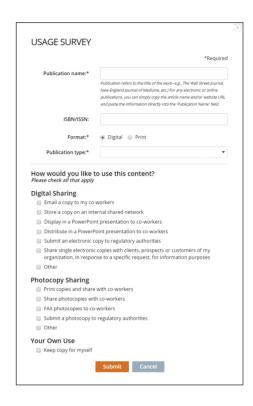
Olick the link and the survey appears on your screen. Fill out the survey as accurately as possible and click Submit. After you have submitted the brief survey, you will see information about license coverage for that title.





## What if I can't find the publication I am sharing?

- 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 search. This helps CCC and RightsDirect extend the breadth of our coverage, or fix isolated errors in the software.



## What if I can't find the publication I am sharing?

At the top of the page, click on "Log it" Under the words "SURVEY MODE."



2 Click CONFIRM to report that you have not shared any content during the workday.





## **Frequently Asked Questions**

## Will CCC remind me?

Yes, daily email reminders will begin on the first day of the survey. Best practice is to create a login from the homepage of RightFind to ensure you receive these from us.

## Can CCC provide me with survey usage data for my company?

No. The survey feature in RightFind Advisor does not support automated reporting of individual company usage data. All data collected from Information Survey is aggregated and anonymized for the purposes of calculating royalty distributions to copyright rightsholders. The Information Usage Survey only captures a narrow slice of usage data from any given customer — reflecting only initial title lookups from the subset of users for whom the surveys are enabled during the timeframe when the survey mode is enabled. The survey data is not used in and has no relation to the determination of license pricing.

## Are there other benefits to my participation?

In appreciation for your organization's participation, CCC will make a \$1 donation per survey participant (maximum donation per company \$20) to the <u>United Nations World Food Programme (WFP)</u>. Since 1962, the WFP has been on the front lines of the world's worst hunger crises, fighting hunger and famine. This year they will provide lifesaving meals to 160 million of the world's most vulnerable people in more than 120 countries and territories.



#### **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

If you have additional questions contact:

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