

## User's Guide

# Information Usage Survey Overview

As part of your license agreement with Copyright Clearance Center (CCC) or its subsidiary RightsDirect, your company is required to 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.

## Conducting the survey is easy

### Pick a Date

Contact your CCC/RightsDirect Client Engagement Manager to determine a kick-off date. After you registered your start date, participants report their content usage for 10 business days.

### Report as You Search

- 1 Go to [rightfind.copyright.com](http://rightfind.copyright.com). You may be prompted to login or create an account. Create an account (login) from the homepage of RightFind to ensure you receive daily email reminders to help encourage participation during the survey period. From the RightFind homepage, a pop-up appears explaining the survey process.

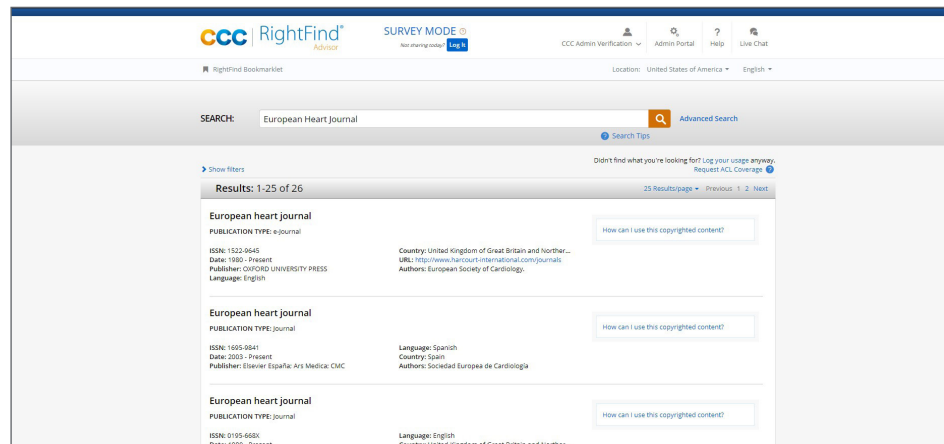
*Your organization is participating in Copyright Clearance Center's information usage survey. During the survey period, you'll still be able to find content and check on copyright permissions. You'll just be prompted to also enter usage information about how you're sharing this content.*

*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!*

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





- 3 Click the “How can I use this copyrighted content?” link and the survey appears on your screen. Fill out the survey as accurately as possible and click Submit.

After you click submit, you will see information about license coverage for that title.

### USAGE SURVEY

European heart journal

PUBLICATION TYPE: e-journal

ISSN: 1522-9645

Date: 1980 - Present

Publisher: OXFORD UNIVERSITY PRESS

Language: English

Country: United Kingdom of Great Britain and Northern Ireland

URL: <http://www.harcourt-international.com/journals>

Authors: European Society of Cardiology

**How would you like to use this content?**  
Please check all that apply

**Digital Sharing**

☐ Email a copy to my co-workers

☐ Store a copy on an internal shared network

☐ Display in a PowerPoint presentation to co-workers

☐ Distribute in a PowerPoint presentation to co-workers

☐ Submit an electronic copy to regulatory authorities

☐ Share single electronic copies with clients, prospects or customers of my organization, in response to a specific request, for information purposes

☐ Other

**Photocopy Sharing**

☐ Print copies and share with co-workers

☐ Share photocopies with co-workers

☐ FAX photocopies to co-workers

☐ Submit a photocopy to regulatory authorities

☐ Other

**Your Own Use**

☐ Keep copy for myself

## More survey tips

### Report Title Not Found

- 1 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.



- 1 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.

SEARCH:  [Advanced Search](#)

[All](#) | [Publications](#) | [Articles/Chapters](#) | [More ▾](#)

[Search Tips](#)

No results were found for **Snow White and the Eight Dwarves**



If you are sharing content from a publication that is not found, we still need you to log usage data. [Log usage now](#)

Do you want to request license coverage for a particular publication so users in your organization can share content? [Request coverage](#)

- # USAGE SURVEY

\*Required

**Publication name:**\*

Publication refers to the title of the work--e.g., The Wall Street Journal, New England Journal of Medicine, etc.) For any electronic or online publications, you can simply copy the article name and/or website URL, and paste the information directly into the "Publication Name" field.

**ISBN/ISSN:**

**Format:** \* ☒ Digital ☐ Print

**Publication type:**\*

---

**How would you like to use this content?**  
Please check all that apply

**Digital Sharing**

  - ☐ Email a copy to my co-workers
  - ☐ Store a copy on an internal shared network
  - ☐ Display in a PowerPoint presentation to co-workers
  - ☐ Distribute in a PowerPoint presentation to co-workers
  - ☐ Submit an electronic copy to regulatory authorities
  - ☐ Share single electronic copies with clients, prospects or customers of my organization, in response to a specific request, for information purposes
  - ☐ Other


**Photocopy Sharing**

  - ☐ Print copies and share with co-workers
  - ☐ Share photocopies with co-workers
  - ☐ FAX photocopies to co-workers
  - ☐ Submit a photocopy to regulatory authorities
  - ☐ Other

**Your Own Use**

  - ☐ Keep copy for myself

1 At the top of the page, click on “Log it” Under the words “SURVEY MODE.”



Usage Survey

No use to log for today

Confirm Cancel

Coordinators and participants 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, 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.

## What type of information will participants report?

The survey captures how participants share published materials and which publications they share. Please note, the survey only captures the sharing of third-party published information, not proprietary company materials like internal memos.

## How is the survey data used?

Data anonymized and used in aggregate to inform royalty distributions. Data reported in the survey has no impact on the fee your company pays CCC or RightsDirect for your license. Participants' personal information is used only to validate their participation in the survey.

## Will CCC remind survey participants about the survey?

CCC will send a daily email reminder for 10 days to all survey participants who have a login to RightFind Advisor. The email reminder From address is [no\\_reply@copyright.com](mailto:no_reply@copyright.com). To ensure survey participants receive the email reminder, please ask your IT team to whitelist this email address.

## 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 [United Nations World Food Programme \(WFP\)](#). 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. Donations will be made on behalf of CCC's repertory license customers generally and will not identify individual organizations or persons.



### 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:

✉ [license\\_support@copyright.com](mailto:license_support@copyright.com)