

# CLA & CCC Joint Multinational Copyright Licence

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## Frequently Asked Questions (FAQs)

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### 1. What is the CLA & CCC Joint Multinational Copyright Licence?

The CLA & CCC Joint Multinational Copyright Licence is an annual licence developed specifically for the needs of UK-based companies and their worldwide subsidiaries. An expansion of CLA and CCC's long-term partnership, the licence includes digital rights from tens of thousands of UK, American and international rightsholders, including the world's leading scientific, technical and medical publishers. With this licence, employees across the globe can easily use and share content from millions of books and journals from UK, US and other international rightsholders while respecting intellectual property.

### 2. How does the CLA & CCC Joint Multinational Copyright Licence work?

Once your company signs an agreement for the CLA & CCC Joint Multinational Copyright Licence, all of your organisation's employees are allowed to internally use and share copyrighted content represented in the collective repertory of publications represented by CCC and CLA. RightsDirect's parent company, CCC, distributes licence fees collected from licencees to participating rightsholders. CLA distributes licence fees to its own participating publishers as appropriate. This process eliminates the need for companies to obtain individual permissions from copyright holders for those types of reuse of their content covered by the Licence.

### 3. What does the CLA & CCC Joint Multinational Copyright Licence allow me to do with copyrighted material?

See below for the types of business uses covered by the Licence. While most of the permitted uses are primarily around internal content sharing, there are some exceptions.

- The CLA & CCC Joint Multinational Copyright Licence is generally intended to permit distribution of articles on a periodic, non-systematic basis to other people within an organisation. It is not meant to replace subscriptions that you or other people in the organisation need in the ordinary context of your work.
- The CLA & CCC Joint Multinational Copyright Licence permits an employee of a licenced company to reuse articles and chapters covered by the licence for internal use only. It is not a licence 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 Licence greatly facilitates copyright-compliant communications within your company, it does not permit you to sell copies or provide fee-for-service reproduction.

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- The Licence also does not permit distribution of content in digital form to anyone who is not an authorised person — an employee of your company or authorised consultant — except in two cases: (i) in response to government filing requirements, and then only when bearing appropriate notices, and (ii) in the case of many works in the repertory, in response to a third-party request, in which case a single electronic copy may be delivered.
  - Promotional or marketing uses are not covered under the Licence and require express permission from the rightsholder.
  - The CLA & CCC Joint Multinational Copyright Licence is not a licence 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 CLA & CCC Joint Multinational Copyright Licence is a valuable tool as part of your corporate communications and compliance policies and can easily be used to keep your employees informed about the important things that affect your business every day. *For more information, please refer to the licence coverage table at the end of this document.*

#### 4. Does the Licence cover translation of articles for company use?

No. You always need to contact the rightsholder for translation rights.

#### 5. Does the Licence allow me to store copies of articles?

The Licence allows storage of articles within the organisation's internal network but only for the sharing permitted by the Licence. In particular, storage is not allowed if it is intended to replace the company's need to take subscriptions or make purchases of copies of the works from the rightsholders.

#### 6. Can I share content outside of my organisation under the Licence?

In general, external sharing of content is excluded under the Licence with the exceptions of these two cases: (i) in response to government filing requirements, and then only when bearing appropriate notices, and (ii) in the case of many works in the repertory, in response to a client request, in which case a single print or electronic copy may be delivered.

Examples of external sharing that are not covered by the Licence include but are not limited to:

- The sharing of content with outside agencies
- Content for use on a public website
- Copies for promotional purposes

#### 7. How can I obtain more rights for content reuse outside of my company, beyond those included in the CLA & CCC Joint Multinational Copyright Licence?

You may use the RightFind™ content workflow software, which provides pay-per-use rights to augment what is covered by the Licence. CCC is the leading provider of document delivery services, allowing users to buy individual articles on the spot. Additionally, companies not using RightFind may visit [www.copyright.com](http://www.copyright.com) to obtain permission for additional rights.

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## 8. How do I verify that a publication is covered by my CLA & CCC Joint Multinational Copyright Licence?

Using RightFind Advisor, included with the Licence, users can quickly check to find out if a publication is covered by the Licence.

## 9. What if my publication is not covered by the Licence?

While the CLA & CCC Joint Multinational Copyright Licence covers millions of books, journals, magazines, newspapers and other works from thousands of rightsholders, you may find a piece of content that is not in the repertory. Using RightFind Advisor, included with the Licence, users can quickly check to find out if a publication is covered by the Licence. Additionally, you may want to contact RightsDirect to request that Copyright Clearance Center work with that rightsholder to include its works in the Licence.

## 10. Does the CLA & CCC Joint Multinational Copyright Licence allow me to distribute copies of content within the organisation 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 part of the Licence's repertory. 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 acceptable), nor may copies of articles or chapters be distributed systematically within the organisation. 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 organisation's CLA & CCC Joint Multinational Copyright Licence to replace any employee's need for a subscription.

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

## 11. Can I scan articles under the CLA & CCC Joint Multinational Copyright Licence?

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

## 12. Does licence coverage extend to our foreign employees?

Under the CLA & CCC Joint Multinational Copyright Licence, employees of your organisation or its subsidiaries who are located in other countries may reuse and share the materials in the same ways as the employees located at the headquarters.

## 13. Can I submit copies of articles and chapters from works in the repertory to government bodies under the CLA & CCC Joint Multinational Copyright Licence?

Yes. Employees may submit print or electronic copies of relevant supporting documentation for filings to government bodies.

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14. Does it matter whether the “original” obtained by my organisation came through a subscription or through a copyright-cleared document delivery process?

No. The CLA & CCC Joint Multinational Copyright Licence includes rights to make certain identified uses of copies of articles which have been lawfully made by the organisation or which have been lawfully obtained, whether via a direct subscription agreement with a rightsholder or purchased individually through a document delivery provider. In the latter case, once you have obtained a first ‘legal’ copy (in other words, including the one-time copyright fee) from a document delivery supplier, then you may share the article under the terms and conditions of the Licence. CCC’s RightFind content workflow solution offers document delivery services allowing users to buy documents on the spot.

15. Does my CLA & CCC Joint Multinational Copyright Licence cover the copyright fee charged to me by document deliverers?

No, it does not. The fee that third-party 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 may choose to identify and pass that fee along to you. The fee for documents purchased through RightFind includes a copyright fee which is noted on the invoice.

Although your CLA & CCC Joint Multinational Copyright Licence does not cover the original copyright fee paid or charged by the document deliverer, it does allow you to copy or digitally share the article you receive from the document deliverer, once that original copyright fee has been paid, and further distribute those copies within your organisation.

16. How do I know if my company has the CLA & CCC Joint Multinational Copyright Licence?

If you’re not sure whether your organisation has the CLA & CCC Joint Multinational Copyright Licence, check with your corporate library staff or corporate attorney.

17. Will the CLA & CCC Joint Multinational Copyright Licence protect my company from being sued by copyright owners for infringement of their works?

Yes, the Licence provides protection against suit for any use of copyrighted works in the repertory that is within the scope of the Licence. Further, upon payment for your first licence renewal, the rightsholders participating in the Licence automatically waive any and all unasserted prior claims for copyright infringement of works falling within the scope of the rights granted under the licence.

18. How is my licence fee determined?

Generally speaking, the CLA & CCC Joint Multinational Copyright Licence fee is determined by multiplying a per-employee fee for your organisation’s industry to the organisation’s total number of employees. Over its 38 years of operation, RightsDirect’s parent organisation, CCC, has collected extensive amounts of data through surveys of content use activities and it uses that data to determine both content use projections for an industry type and annual licence fees, as well as for allocating licence fees among the rightsholders who participate in the Licence.

## Licence coverage

The licence allows users to lawfully re-use content across borders in several ways:

PERMISSION	LICENCE COVERAGE
Share digital or printed content internally with co-workers via email, intranet posting or PDF	✓
Save to corporate-owned hard drive or network drive	✓
Store articles for records, projects and/or product literature databases	✓
Select and copy portions of digital articles and share with colleagues within your organisation worldwide	✓
Attach copies of articles to internal communications such as newsletters, training materials and presentations	✓
Share digital content internally via collaboration applications such as IBM® Notes® or MS SharePoint®	✓
Scan printed works into digital form when an electronic version of the work is not readily available	✓
Print out web-based or other digital content onto paper or overhead slides	✓
Provide a single, responsive digital or print copy of an article to a customer or prospect upon request	✓
Submit photocopied and digital copies of articles to government bodies for regulatory filings	✓

**Note:** The CLA & CCC Joint Multinational Copyright Licence is generally intended to permit distribution of articles on a periodic, non-systematic basis to other people within an organisation. It is not meant to replace subscriptions that you or other people in the organisation need in the ordinary context of your work. The licence also does not cover the external display of copies on mobile devices as part of the user's systematic sales or marketing activities.

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The logo for RightsDirect, featuring a series of orange dots of varying sizes above the text "RightsDirect" in a blue serif font.

A Copyright Clearance Center Subsidiary