



Annual Copyright License[®] for Business

Frequently Asked Questions

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 co-workers
- Distribute copies of published articles at internal meetings
- Post excerpts of Industry research on corporate intranet sites
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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)

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.

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

Using the RightFind® Know Your Rights advisory 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®, or should you choose not to use it, please see FAQ – *What if I choose not to use RightFind®?* below.

What if I choose not to use RightFind®?

If you elect not to use RightFind® you can also use www.copyright.com to search for a particular publication and then review the coverage that is available to Annual Copyright License holders. Here's how:

1. Go to the Copyright Clearance Center homepage at www.copyright.com

2. Search for a publication:

To search for a publication:

- (i) Enter the Publication Title or Standard Number (ISBN/ISSN) of the publication that you wish to use.
- (ii) Click the "Search" button.

3. Verify coverage:

In the search results, the most frequently requested publications are displayed first. Annual Copyright License coverage is shown to the right of the search results.

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- **Not Covered:** 

The type of use selected is not covered under your Annual Copyright License. Click the "Request Coverage" link and CCC will request that the copyright holder add the publication to our database in the future.

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Copyright permission is not required for this publication. The publication is in the public domain in the United States and may be used without restriction.

In addition, your search results may include special terms from the copyright holder. Click the "Terms Apply" link to view any special terms associated with the publication.

I'm looking for a publication but I can't find it. What should I do?

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- Check the spelling of your search term(s).
- [View our search tips](#) for ways to optimize your search.
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- Please a [Special Order](#) and CCC will work on your behalf to obtain permission. Additional fees will apply.

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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, you can quickly and easily purchase the permissions you need for those publications on an individual basis.

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.

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.

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.

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.
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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.

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.

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.

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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.

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.

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.

