



Digital Licensing Made Easy

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Is there a comprehensive digital licence for the education sector?

Currently Access Copyright can only provide comprehensive print-to-print licences to the education sector. We do have a Digital Pay-Per-Use Licence available for educational digital uses of copyright protected material and many publishers have granted Access Copyright the authority to provide digital licences for their material.

How do I obtain a Digital Pay-Per-Use Licence?

You can obtain a Digital Pay-Per-Use Licence by emailing your request to permissions@accesscopyright.ca. When emailing our permissions department, please include as much bibliographic information as possible on the work you wish to use digitally. As well, you can use our Rights Management System (RMS) located on our website (www.accesscopyright.ca). A PDF version of our RMS User's Guide is also posted on our website for your reference. Alternatively, you may contact the copyright owner or owners directly to seek permission.

How long does it take to obtain a Digital Pay-Per-Use licence?

If you are requesting permission from permissions@accesscopyright.ca, please allow three to five business days for your request to be processed. During our peak times in summer and late fall (November and December), please allow seven to 10 business days. If you are requesting permission through RMS, the licence will automatically be granted if digital permissions have already been given to Access Copyright (if this is the case, there will be a CD icon beside the work on RMS).

How much does a Digital Pay-Per-Use Licence cost?

Digital royalties are based on a per-page, per-user basis, which are set by individual copyright owners and vary according to the exact works used. If a royalty rate has not been set by the copyright owner or owners, then Access Copyright's default rate is \$0.15 per-page, per-user, per-course session for intranet use.



What are the terms of use for the Digital Pay-Per-Use Licence?

The default term of use of the Digital Pay-Per-Use Licence is the length of the course session for which the licence is obtained, up to a maximum of 12 months. For example, if a course runs from September to December and a Digital Pay-Per-Use Licence has been purchased for the use of a copyright protected article to be posted to an intranet site, it would have to be repurchased if that same article is to be used for the next semester by a new set of students starting in January.

May I provide my students with paper copies of material found on digital sources (e.g. subscriptions or the Internet)?

You must check the terms of use found on the website or subscription agreement related to the material you wish to copy. These terms may permit or prohibit the use you want to make. If there is still uncertainty, you may wish to contact your legal counsel.

If the terms of use of the digital source permit you to print one copy, your Access Copyright licence may permit you to make multiple copies for your class or for post-secondary institutions, to include it in a coursepack. In this situation, you must determine if:

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- the print source would be covered by your Access Copyright licence.

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