

## Access Copyright's Permissions Services Post Secondary FAQs

### **If I want to copy beyond the limits of my institution's licence with Access Copyright, can I get permission to do so from Access Copyright?**

Yes, Access Copyright may be able to provide you with permission to copy beyond the limits of your licence.

If you are seeking permission to copy beyond your licence allowance for day-to-day copying (such as for in-class handouts), Access Copyright may be able to grant you permission through a pay-per-use (transactional) licence. The allowances for day-to-day copying under your licence are available by clicking [here](#). For more information about pay-per-use licences, please click [here](#).

If you are seeking permission to copy beyond your licence allowance for coursepack use, Access Copyright may be able to grant you permission through a clearance code or, in certain circumstances, through a pay-per-use licence. The allowances for coursepack copying under your licence are available by clicking [here](#).

### **What is a clearance code?**

A clearance code is issued by Access Copyright when a specific work is needed for a coursepack and the number of pages requested is beyond the allowance of your comprehensive licence. Clearance codes are only used for coursepack photocopying and are reported on your institution's eLog . For more information about eLogs or to obtain an eLog template for your sector, please click [here](#).

### **How can I obtain a clearance code?**

You can obtain a clearance code by using our Rights Management System (RMS), which provides a streamlined, online permission service that can be accessed by clicking [here](#).

You can also use our [clearance code request form](#) and email or fax it to our Permissions department for processing.

### **What do I do if I want to copy from a work that is out-of-print?**

For an out-of-print work, you can copy up to the limits of your licence. To request permission to copy beyond this limit, please contact our Permissions department at [permissions@accesscopyright.ca](mailto:permissions@accesscopyright.ca). Our Permissions department can help with confirmation of the print status of the work you wish to copy.

### **What are some reasons why my clearance code request may be rejected?**

There may be a number of reasons such as:

- you may be copying beyond the allowances of your comprehensive licence for a work which is in print and available for purchase;
- your request may have been for a publisher or work on our Exclusions List; or
- your request may have been for a work which is categorically excluded (i.e. works published by the federal government or any provincial or territorial government are not included in our licences).

If you are unsure why your request has been rejected, please contact our Permissions department at [permissions@accesscopyright.ca](mailto:permissions@accesscopyright.ca) providing the complete details of your request.



### **My request was granted last time, why has it been rejected this time?**

A request for permission that was granted six months ago may not be granted again for several reasons. For example, the work you wish to copy may have been out of print for a number of years, but is now in print again or the copyright owner of the work may have recently added the work to Access Copyright's Exclusions List. If you are unsure why your request has been rejected, please contact our Permissions department at [permissions@accesscopyright.ca](mailto:permissions@accesscopyright.ca) providing the complete details of your request.

### **What is the difference between a textbook and a trade/reference book?**

Whether a work is classified as a textbook or a trade/reference book can dictate how much of that work you are able to copy under your licence. For a textbook, you are permitted to include up to 5% of the textbook or an entire chapter in a coursepack. For copying beyond these allowances, please contact our Permissions department at [permissions@accesscopyright.ca](mailto:permissions@accesscopyright.ca).

Some helpful hints on determining whether the work you want to copy is a textbook include:

- Is the work primarily intended for course instruction?
- Is the publisher known primarily for producing textbooks?
- Does the work have an instructors' edition or other supplementary material, such as study guides?
- Does the title of the work include the words: 'Introduction to...'; 'Essentials of...'; 'Criticism'; and/or 'Research' in reference to a formal area of study?
- Within the work are there exercises, learning objectives and/or question sets within the work?
- Is the work annotated?
- All Oxford University Press books (except for the Oxford dictionaries) are considered to be textbooks.

For a trade/reference book, you may include up to 15% of the book, or one chapter provided it is not more than 20% of the book, in a coursepack. For copying beyond these allowances, please contact our Permissions department at [permissions@accesscopyright.ca](mailto:permissions@accesscopyright.ca).

Some helpful hints on determining whether the work you want to copy is a trade/reference book include:

- Is the work intended for general readership or reference purposes?
- Would the work be considered popular fiction?
- Does the work contain factual information or instructions intended as reference, such as a dictionary, guide book, almanac, encyclopedia or handbook?
- Is the publisher an academic press (except for Oxford University Press)? (i.e. University of Toronto Press)

If you are still in doubt about whether a work is a textbook or a trade/reference book, please contact our Permissions department at [permissions@accesscopyright.ca](mailto:permissions@accesscopyright.ca).

### **How long will it take for my request to be processed?**

Access Copyright can usually process your request in three to five business days. There are, however, circumstances which may cause a longer delay. These circumstances include:

- the validity of the information provided;
- the amount of time the copyright owner may take in getting back to us; and
- the volume of requests received (the busiest time of year is June to September).



### **When do I need to submit my request?**

Please do not submit print reproduction requests for term start dates which are longer than nine months in the future as the availability of the material requested may change during that period. You should start requesting permissions for the Fall term in May, the Winter term in October and the Spring/Summer term in February. Digital permissions may be requested at any time, but we ask that you please provide the number of students for whom you are making the request.

### **I wish to copy from an old edition of a work, not the latest one - can I do this?**

If the newest edition of the material you wish to copy is in print, you can copy from an older edition up to the limit of your comprehensive licence. To request permission to copy beyond this limit, please contact the copyright owner directly for permission as the work is considered to be in print and available for purchase.

### **I wish to use other, already published material for inclusion in my thesis - do I need permission to do this?**

You may be able to include other, already published material in your thesis by relying on the fair dealing exception in the Copyright Act. Your educational institution's copyright policy may provide you with a contextual explanation of this exception to copyright infringement as applied to scholarly publications. As with standard best practices in academic publishing, proper attribution (i.e. citation) is essential.

If your inclusion of other, already published materials in your dissertation goes beyond the scope of fair dealing, then it may be covered under the "day-to-day" copying provisions of your institution's licence with Access Copyright, in which case you do not need further permission to include the material in your thesis.

If the use is beyond the scope of fair dealing and is not covered by your institution's licence with Access Copyright, you may need permission directly from the rightsholder to include the material in your thesis.

Examples of what is not covered by your institution's licence with Access Copyright are:

- publications on Access Copyright's Exclusions List;
- copying more than 10% of a publication;
- digital reproduction of a publication;
- adaptation of a publication; and
- republication.

You may contact the copyright owner directly to seek permission, or contact Access Copyright at [permissions@accesscopyright.ca](mailto:permissions@accesscopyright.ca) to discuss your permissions options.

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### **Contacting Access Copyright's Permissions department:**

**Phone:** 416-868-1620 (toll-free 1-800-893-5777)

**Fax:** 416-868-1621

**Email:** [permissions@accesscopyright.ca](mailto:permissions@accesscopyright.ca)