

# Using Your Access Copyright eLog.

The eLog is a vital part of your licence with *Access Copyright*. It is your tool for reporting everything that is copied into coursepacks at your institution. The eLog spreadsheet will even automatically calculate the royalties payable – just enter in the relevant information. Based on your feedback, we have refined the eLog to make it more user-friendly. This will help us ensure the appropriate royalties are distributed to the appropriate rightsholders.

This guide is intended to make the eLog even easier to use by explaining the purpose of each eLog field, how we use the information that you provide, and by identifying which fields are optional.



**Date Copied:** By providing the “Date Copied” we can confirm that you are being charged the appropriate royalty during each reporting period. The eLog contains a feature that will automatically calculate the royalties that are due.

**Course Code and Instructor (Optional):** Provides a reference back to the coursepack. This is for your internal use and **may be left blank.**

**Excerpt Title and Author(s) of Excerpts:** RMS uses excerpt titles to identify works such as chapters of books or journal articles. The excerpt title is the title of the chapter, article or essay copied. It is not the title of the publication the excerpt was taken from. Excerpt titles must be accompanied by the name(s) of the author(s).

**Total Pages in the Publication (Optional):** This is for your internal use and **may be left blank.**

**Specific Pages Copied:** This is required in order to confirm that the terms and conditions of the licence are met. A clearance code must be obtained for use of a work beyond the specific limits of the licence.

**Total Number of Pages Copied and Number of Sets Made:** These numbers are required for the calculation of the royalty as this amount is based on the total number of print pages copied.

**Clearance Reference Code (Optional):** If you are copying 15% or less, you don't need a Clearance Reference Code. On occasion, professors wish to include more than 15% of a work in a coursepack. You are able to include greater than 15% and up to 25% of a work in a coursepack if you obtain a Clearance Reference Code from *Access Copyright* (Note: special limits apply to textbooks). Inclusion of this information in your eLog confirms that you have obtained proper permission. Please refer to our website for details on how to obtain a clearance code using our Rights Management System (RMS) or email your request to [licensingadmin@accesscopyright.ca](mailto:licensingadmin@accesscopyright.ca)

**ISBN or ISSN, Publisher and Title of Publication:** When the eLog is uploaded to our RMS, the information is matched to the millions of works in our database so that the appropriate rightsholder can be paid. The ISSN/ISBN, Publisher and Title of Publication are all identifiers that the RMS can use to identify the work in this process.

The most precise way to identify a work is through the ISBN/ISSN. The RMS will first attempt to make a match based on this identifier. It is important to include the leading zeroes at the front of the ISBN/ISSN – without them the ISBN/ISSN can not be uploaded.

If the ISBN/ISSN does not identify the work, the RMS will rely on the other identifiers you have provided to make the identification.

(Please retain copies of electronic files for your records.)

Licence No. / Invoice No.		For Access Copyright's Use		Legend		Rates for Sept. 1995 – Aug. 31/96								
Date Copied (Required Field)	Course code and Instructor	Clearance Reference Code	ISBN or ISSN	Publisher	Title of Publication	Excerpt Title	Author(s) of Excerpts	Total Pages in Publication	Specific Pages Copied	Total Number of Pages Copied	Number of Sets Made	Total Number of Copies	Transaction Type	Total Royalties
Example: For September 13, 2005	Example: Eng 021, Prof. Anders Engles	Example: 010585	International Standard Book # (ISBN)	Example: Pearson Education	Example: The Winter of 1922	Example: Erna	Example: Paris	Example: 256	Example: 25, 27, 36	Example: 15	Example: 5	Example: 75	Example: RM	Example: 6.00
05/12/2005	Eng 021 Prof. Anders Engles	OPTIONAL ENTRY	0420578238	PWS House Publishers 1992	Best Canadian Essays 1992	The Winter of 1922	Erna Paris Douglas Fehring James Book	OPTIONAL ENTRY	25,27,36	15	5	75	RM	6.00
													Subtotal	0.00
													GST	0.00
													Total	0.00

**Total Royalties:** No data entry is required in this field. This field includes a pre-set formula that automatically calculates the Total Royalties owing based on the transaction type and total number of copies.

**Transaction Type:** The transaction type field asks you to identify the type of work copied. It is an important field as it will confirm that the appropriate royalty is paid for the work copied (i.e. newspapers, books, microfiche, etc.).

**Total Number of Copies:** No data entry is required in this field. This field includes a pre-set formula that automatically calculates the total number of copies by multiplying the total number of pages copied by the number of sets made.

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**Still have questions about using the eLog?** Call Access Copyright's Licensing Administration department at 416-868-1620 or email [licensingadmin@accesscopyright.ca](mailto:licensingadmin@accesscopyright.ca)