## access premium



### PRINT & DIGITAL COPYING INFORMATION

Your institution has an *Access Premium* licence that provides *convenient*, *pre-cleared permission* to copy and distribute portions of more than 100-million published titles.

#### What can I copy under Access Premium?

You can copy portions of any publication in Access Copyright's extensive repertoire. Use this convenient **lookup tool** to confirm that the titles you wish to copy are covered.

#### How much of a covered title can I copy?

You can copy up to 20% of a book or an entire article (20 to 25% on a pay-per-use basis) from a magazine, journal or newspaper. This can include a complete chapter, short story, poem, or an entire artistic work. There are no limits on the quantity of copies you can reproduce, or the overall volume of copying.

#### How can I create copies?

Create copies by photocopying, scanning, printing, faxing, uploading to secure network, or saving to a hard drive or USB stick.

#### How can I distribute or display copying?

You can distribute copies in print handouts, emails, or by uploading to a secure network. You can also create copies for print and digital course collections and classroom display. Where reasonable, please credit the source.

# Can I request permission to copy beyond the limits?

Yes, you can request permission to copy beyond the limits of an individual book or periodical. Over-limit permissions, where available, are subject to pay-per-use pricing and can be requested through our **lookup tool**.

#### What is Access Copyright?

Access Copyright is a non-profit, national organization, representing tens of thousands of Canadian creators and publishers who create the textbooks, novels, poetry, plays, children's books, artistic works and more that Canadians reach for everyday. For nearly 30 years, we have facilitated the remixing and sharing of content combined with an assurance that original creators and publishers also benefit, so that they can continue creating new and innovative works.