



LICENSED COPYING INFORMATION

This business has an *Access for Business* licence agreement that provides **convenient, pre-cleared permission** to copy and distribute portions of more than 100-million published titles.

How do I know what I can copy?

You can copy portions of any publication in Access Copyright's extensive repertoire. Use our convenient Title Search and Permissions Business Look-Up Tool to confirm the material you wish to copy is covered: <http://discovery.accesscopyright.ca>

How much of a covered title can I copy?

You can copy up to 20% of a book or an entire article from a magazine, journal or newspaper, an entire report of a legal case from a periodical or volume containing other reports, or an entire chapter, scientific or engineering standard, section, table or code that doesn't exceed 20% of a book.

How can I copy a covered title?

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

Can I request permission to copy over 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 obtained using the Title Search and Permissions Business Look-Up Tool at <http://discovery.accesscopyright.ca/>. For more information, please consult your organization's licence administrator or Access Copyright at permissions@accesscopyright.ca.

Who is covered under my organization's licence?

Publications in Access Copyright's repertoire can be copied and shared among an organization's employees, consultants, volunteers, trainees and members for internal business purposes. Additionally, you can make copies for and receive copies from other *Access for Business* licensees and a single copy can be provided to others outside of your organization upon request provided it is in connection to your product(s) or service(s). Copies can also be made for a government or other agency related to a regulatory process, such as for a patent application.

Access for Business also offers pay-per-use coverage for the external distribution of copies to others not affiliated with your organization.

All copies made under the *Access for Business* licence should include the following notice "Copied under licence from Access Copyright. Further reproduction, distribution or transmission is prohibited, except as otherwise permitted by law. To license additional copies, please contact permissions@accesscopyright.ca."

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, which 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.

If you have additional questions about *Access for Business*, please contact your Licence Administrator, Library or Information Systems Department, or Access Copyright.