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USING NHTI'S ACCOUNT WITH THE COPYRIGHT CLEARANCE CENTER

Copyright law can be difficult to navigate, since there are many different laws for different types of materials and for different uses. There are many sources on copyright law available on online, including on the Copyright Clearance Center website, that provide detailed information regarding the need to obtain permission.

The following addresses are just two of the Internet locations where information can be found. The first address is part of the Copyright Clearance Center's website. The second is a federal government site that is also accessible via the Copyright Clearance Center's website.

<http://www.copyright.com/>
<http://www.copyright.gov/title17/92chap1.html>

BEFORE YOU BEGIN you must have the material in hand for which you wish to secure copyright permission complete with title, author, publisher, publication date, page numbers, etc. The name of the college is NHTI, Concord's Community College.

Log on to the Copyright Clearance Center through the NHTI Library's homepage <https://www.nhti.edu/student-resources/library>

Click on button labeled COPYRIGHT; this will bring you to NHTI's access account (<http://www.copyright.com/ccc/do/viewPage?pageCode=ac1-n>).

Enter the title in the "Get permission / Find a title" search box or use the "More search options" to locate your item. Click "GO" to search.

Choose the option for "pay-per-use." Scroll down to select your intended use of the material, and select it. Then choose "Price and order" to view the projected cost and to continue the order process.

Fill in the required information and click "add to cart" button to continue. You will need to add such information as the publication year, number of pages, number of students, course name and number, dates of term, your name.

Check HELP for hints on specific required fields. These prompts will help us to know to whom the order belongs, especially if a crisis should occur. Please use the HELP features of this service; they are very helpful, really. This is a complex service and can be intimidating at first.

Your order is not complete until you check out and may be cancelled by you at any point until then. If you wish to change or cancel your order after this point you will have to let me know. Information regarding your order, especially special orders, comes to me via email. I will forward it along to you, provided you have included your name on your order.

FOR BILLING: The e-mail address is awirkkala@ccsnh.edu the password NHTILIB13 (case sensitive); you may create your own account - BUT if you do, you will get the bill not NHTI.

Applying for permission is not the same as being granted permission! Please allow enough time for Copyright Clearance to secure your permission **BEFORE** you use or post the materials.

FREQUENTLY ASKED QUESTIONS

What is Copyright Clearance Center's Academic Permissions Service? Copyright Clearance Center's Academic Permissions Service (APS) is a quick and cost-effective way to obtain permission to make photocopies of copyrighted materials for academic use. Using APS, both students and their instructors can have lawful access to these materials via course packs and classroom handouts.

How does APS benefit me? APS frees you to use your time and resources more efficiently while ensuring compliance with copyright law. Think of APS as your one-stop shop for obtaining the authorizations you need for photocopying copyrighted material. Through the APS title catalog, you have access to an extensive collection of titles and copyright holders. Many of these titles are pre-authorized. That means you can obtain instant permissions without the paperwork, delays and other logistical headaches associated with contacting copyright holders yourself.

What does it cost? The only charges you will be responsible for are the royalty fees set by the rights holder and a Copyright Clearance Center processing fee of \$3.00 per granted request.

Can I check to see if I can get permission before I place an order? Yes. Just click the search button on the navigation bar. You will be prompted to search Copyright Clearance Center's title catalog for the publication you want. Click the Quick Price button. Enter the publication year, the number of pages, and the number of copies required. You will then be told whether the item can be instantly permissioned, the royalty fee, and any special conditions that may apply to your order.

What is the average royalty cost per work? Practically speaking, there is no "average cost." Because copyright holders set their own royalty fees, costs vary.

Is there an easier way to request material than filling out and faxing your APS order form? Yes. Submit orders via copyright.com. You can view your permissions online as Copyright Clearance Center updates them. Permissions for all pre-authorized titles (i.e., copyright holders have given immediate authorization).

What if I want to post something online for my students? Copyright Clearance Center offers an Electronic Course Content Service (ECCS). ECCS provides a quick and cost-effective solution to lawfully use digitized versions of copyrighted materials for electronic course materials, electronic reserves and distance learning. To post something electronically, please request permission prior to the semester in same manner as you do for print materials.

If the copyright holder cannot be located, can I just copy the material? No. There is no exemption for making unauthorized photocopies. If the copyright holder cannot be located for permission, do not copy the item.

What is an ISBN/ISSN and why is it important? All books have an International Standard Book Number (ISBN); magazines carry an International Standard Serial Number (ISSN). These numbers are unique identifiers. An ISBN is now usually thirteen digits; an ISSN is always eight digits separated in the middle by a hyphen. You will find both at the front of the work along with copyright information. You might also check the spine of a journal for its ISSN. If there is an ISSN/ISBN available, please note this number on your request form or when requesting a work via copyright.com. Copyright Clearance Center has an extensive title catalog, and we often encounter different works with the same title. A standard number helps us identify the correct work.

Should I include a credit line on the material I photocopy? Yes. Please use the following credit line for all material permissioned through Copyright Clearance Center: "(Title) (Volume/edition) by (Author). Copyright (Copyright year) by (Copyright holder). Reproduced with permission of (Copyright holder) via Copyright Clearance Center."