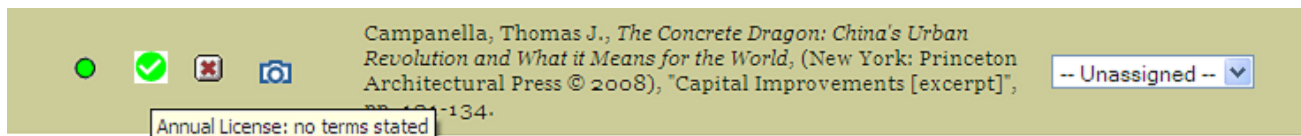


# The CMO's Annual Academic License agreement with the Copyright Clearance Center (CCC)

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**The CMO's Annual Academic License (AAL) agreement with the CCC.** The CMO entered into an Annual Academic License (AAL) agreement with the Copyright Clearance Center (CCC). The agreement allows the Harvard Kennedy School to post a substantial number of titles as PDFs to course web pages without paying a copyright fee. These titles include books that in the past we would either not have received permission to post or would have been charged a fee.

**How does it work?** If you add a reading from the archive to your shopping cart and that reading is covered by the agreement you will see a green circle with a white check mark to the left of the icon of the camera and the delete button. If you move your cursor over this icon you will see the terms displayed. In the example below, note the message box "Annual License: no terms stated". That message indicates it can be posted to a course web page without charge to students.



**Archived readings.** Please note that the icon does not immediately appear as soon as you enter the reading. Our *Request 3.0* software communicates with the CCC software, usually several times a day, so the icon should appear no later than 24 hours. Even if a title has been used before in this way, the program still needs to check with the CCC since a publisher has the right to opt out of the service.

Unless you find the reading with the designation "[PDF FOR WEB PAGE ONLY]" in the title you need to create a new entry in Request. Since the reading already exists in Request you do not need to provide the reading in either hard copy or PDF.

In the example above, if you want to post the reading you would have to create a new item as "[PDF FOR WEB PAGE ONLY] *The Concrete Dragon: China's Urban Revolution and What It Means to the World.*".

**Readings that need to be added to the archive.** If the item is not in the archive and you have to submit the reading with the new item form, the green circle with the white check mark will not appear until after the camera icon appears next to the citation.

**You can also check the availability of a title on your own.** Even before you enter a new item or an archived reading in Request you can determine whether or not it is covered by the agreement.

**Where do I start?** You do not need an account to search the CCC archive. The following link goes directly to the Academic License search field (see screen shot below). We recommend that you bookmark the link.

<http://www.copyright.com/ccc/search.do?operation=show&page=academic>

The search field will allow you to search by

- Book title or ISBN (International Standard Book Number)
- Journal title or ISSN (International Standard Serial Number)

Do not search, as you might in *Request*, by chapter or article title.

When you receive your search results, please select the correct edition, ISBN and year of publication (if the reading is from a book), since the same book title may appear multiple times in different editions. If it is a journal title, make certain that the volume, issue or year is covered.

In the upper right corner of the academic search screen above there is an important note that states the CCC “*supplies permission but not the copyright content itself.*” That means if the CCC grants permission to post to a course web page, you will still have to enter the reading in *Request 3.0* as you normally would and provide us with a hard copy along with the new item form (the form with the bar code) to scan and create the PDF to post.

When you enter the reading in *Request* just add to the title the phrase “PDF FOR WEB SITE ONLY” in capital letters so we know its intended use. If you forget to enter that information you can always jot it down on the new item form, preferably in **red ink** so it stands out. Following this procedure allows us to fulfill our reporting requirements to the CCC and makes the reading available in our archive for future use.

**Not Covered.** When a title is not covered you’ll see a red circle with a line drawn through it.

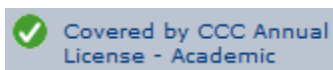


The symbol does not necessarily mean you cannot use the reading. It just means that this title is not covered by the AAL agreement. If you click “More Permissions Options” or “Request Coverage” (not shown here) you’ll receive alternatives, but they will unlikely be suitable since they would involve a payment, separate from the agreement. Remember, our goal is to locate materials that (1) can be posted as a PDF to a course web page and that (2) are covered by our agreement.

Keep in mind that not all of the publishers the CCC represents participate in the Annual Academic License program. It is only a subset of those publishers. In addition, for those publishers who do participate, not all of their titles are included. For W.W. Norton and Company, the CMO estimates that

less than 10% of their titles are covered under this program. By contrast, we estimate that more than 90% of the titles published by Princeton University Press are covered.

**Covered by the License Agreement.** If the title is covered by the agreement, you will find a white check mark on a green circle icon (see below). It’s the same icon you will see in your shopping cart. That means you can post as a PDF and include it in a course packet unless there are “rightsholder” restrictions (see next paragraph).



**Covered by the License Agreement, but with “Rightsholder Terms”.** If you see this icon, you should check to see if there are any “Terms Apply” under the heading “Rightsholders Terms”. This phrase, located to the right of the check mark, indicates that while the title is covered by the AAL agreement, it is subject to limitations imposed by the publisher or copyright owner.

**Academic** *Don't have an annual academic license? Not sure? Find out more.*

Permission type	Coverage	Rightsholder terms
Photocopy or share content electronically. <a href="#">More...</a>	✓ Covered by CCC Annual License - Academic	Terms apply

To determine those terms, just click on the phrase “terms apply”. In the following example, permission is granted only for inclusion in a course packet or classroom handout.

**Academic** *Don't have an annual academic license? Not sure? Find out more.*

Permission type	Coverage	Rightsholder terms
Photocopy or share content electronically. <a href="#">More...</a>	✓ Covered by CCC Annual License - Academic	<a href="#">Terms apply</a>

**Rightsholder Terms**

This publication is covered for photocopying only within your institution since it is a non-US work. Electronic reuse is prohibited under this license.

In the example below, there are no “rightsholder terms” or limitations.

**Academic** *Don't have an annual academic license? Not sure? Find out more.*

Permission type	Coverage	Rightsholder terms
Photocopy or share content electronically. <a href="#">More...</a>	✓ Covered by CCC Annual License - Academic	

This is the coverage we want. It allows you to include the material in a course packet or classroom handout and, best of all, to post it to a course web page. Obviously, if you can post a PDF of the material, then you do not need to include it in a course packet. However, if you do want to include it in a packet, it should appear in a packet labeled “Paper Copy of Online Readings” along with other materials from HOLLIS resources and the Internet you may be using.

**Summary.** We now have a very cost-effective agreement with the CCC that greatly increases the number of materials that we can post to a course web page. This is an “all you can eat” agreement and the more we take advantage of it the greater the savings and benefit for students as well as the HKS.

Let me emphasize that the CCC “*supplies permission but not the copyright content itself.*” If the CCC allows permission to post, you will still have to enter the reading in *Request 3.0* in the usual manner except you need to add “[PDF FOR WEB PAGE ONLY]” in the title.

If the reading already exists in *Request* without that designation in the title, you do not need to provide us with a hard copy. We’ll use the PDF in *Request*, but go ahead and create a new item with the phrase “[PDF FOR WEB PAGE ONLY]” in the title. Just drop off the new item form to the CMO.

By identifying readings that can be posted you are performing an important task that will save students money. Since the CMO does not have the resources to go through all the syllabi prior to the start of the semester and search all the titles to determine those that may be posted to a course web site, your role in this process is essential.