

Four times a year, *Access for Copyshops* licence holders are asked to provide a record of the published titles copied for use in paper coursepacks.

Each report covers three months and is due one month after the end of each reporting period.

Reporting Period	Reporting Due Date
January 1 - March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31
October 1- December 31	January 31

## What You Need to Send Us

What you send is based on whether your copyshop produced any paper coursepacks during a reporting period.

**Produced paper coursepacks:** Use our [spreadsheet logging tool](#) to record the bibliographic details of all publications copied for use in paper coursepacks.

**Did not produce paper coursepacks:** Submit a [No Coursepacks Produced Reporting Form](#) to [fullreporting@accesscopyright.ca](mailto:fullreporting@accesscopyright.ca)

## Title Search and Permissions

Prior to copying any title under licence, please confirm your copyshop's coverage using our [Title Search and Permissions Tool](#). If you discover that the title you wish to copy is excluded from our repertoire, please contact the publisher directly to request permission.

## Using the Logging Tool

The [logging tool](#) is available in both English and French on our website.

Select the version that corresponds to your province's applicable tax rate.

### Fill out as many columns as possible for each title

Please log all publications copied from and covered by your licence during the period in the same logging tool template. Simply add any additional details about a publication title in column T next to the Total Royalties column.

### Don't know a publication's ISBN/ISSN?

Use the **Advanced Search** feature of our [Title Search and Permissions Tool](#). When searching for a journal or periodical article or other type of excerpt, please search by the journal or periodical title rather than article title. If the title is not in our Tool, use the **Can't find the Publication you are looking for?** feature. We'll investigate and get back to you within two to three business days.

## Adding a publication confirmed as out-of-print to the log?

Royalties for copying out-of-print titles are capped at \$15 per copy. If the logging tool calculates your royalties over the cap, you can either adjust the amount manually or we can when we review the log.

Send your completed log as an attachment to Royalty and Client Services at [fullreporting@accesscopyright.ca](mailto:fullreporting@accesscopyright.ca)

We will review the log for accuracy, and contact you should we have any questions. Once the log is verified, we will send an invoice to you by email.

## Enhanced Permissions Services available

*Access for Copyshops* licence holders can take advantage of enhanced permissions services for paper coursepack purposes including:

- **Coverage to copy 20-25% of an in-print publication.**
- **Coverage to copy 100% of an out-of-print publication at a capped rate of \$15/copy.**

Please use the **Pay Per Use Options** in the **Title Service and Permissions Tool** and select **Request Permission** to inquire about coverage. We'll get back to you within two to three business days.

If you have additional permissions questions, please email [permissions@accesscopyright.ca](mailto:permissions@accesscopyright.ca)

## Fair dealing and Coursepacks What is a copyshop responsible for?

As a copyshop that works with post-secondary institutions, you've probably heard the term "fair dealing" bandied about. It's often used in the context of what can be legally copied and what can't. This term is being interpreted in many different ways by many different people. Some educational institutions have even attempted to issue guidelines that set out their view of the term. Unfortunately, with so many guidelines, it can be confusing to make out what's what.

So what are you responsible for when you copy a coursepack for post-secondary institution customers?

What you should remember is that when a copyshop such as yours produces coursepacks for post-secondary customers, you need permission. Thankfully, in the vast majority of cases, that permission is covered by your *Access for Copyshops* licence. Simple.

All you need to do is log the pages of the coursepack following the reporting schedule of your licence and pay the royalty. If pages of the coursepack are not logged, then it's important for you to confirm that you have other permissions to copy those pages for inclusion in a coursepack.

If you have any questions, we're here to help. You may contact us at [info@accesscopyright.ca](mailto:info@accesscopyright.ca)