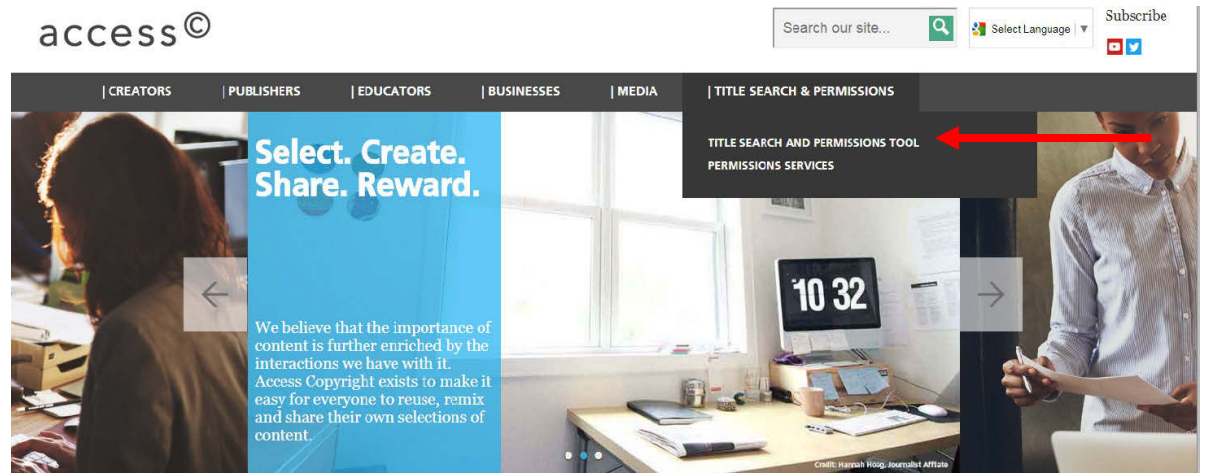


Business Licence Customer's Guide to Handling External Distribution

Visit the Access Copyright website (www.accesscopyright.ca) and select "Title Search and Permissions Tool"

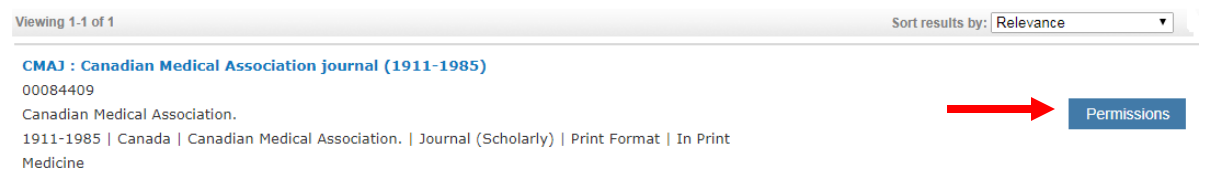


Search for the title you want to copy. Searching by ISBN or ISSN will increase the speed and accuracy of your results.

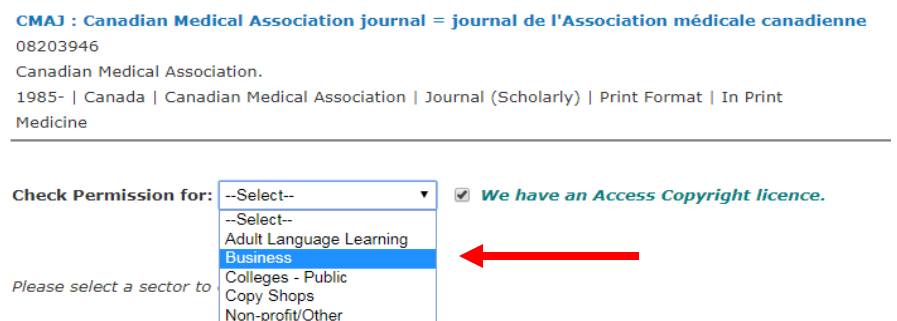
access© | Customer



Once you have found the publication you want to copy, click on "Permissions".



Select either "Business" or "Non-profit/Other" from the "Check Permission" drop-down menu.



You will see a table identifying your licence's status for different permission types. For most items, you will see this symbol next to "External Distribution", which means that usage is covered, but subject to additional payment.

If your organization uses a log to record published material that is shared via external distribution, you can proceed to use the material and add it to your log.

CMAJ : Canadian Medical Association journal = journal de l'Association médicale canadienne
08203946
Canadian Medical Association.
1985- | Canada | Canadian Medical Association | Journal (Scholarly) | Print Format | In Print
Medicine

Check Permission for: Business We have an Access Copyright licence.

Comprehensive Licence Permission | Pay Per Use Options

****Permissions listed below are for general references and guideline only. For more accurate results, please refer to your licence.**

You can copy:


- up to 10% of a book for Pre-2015 Licence OR up to 20% of a book for Access for Business Licence
- an entire article from a magazine, journal or newspaper
- an entire report of a legal case from a periodical or volume containing other reports
- an entire chapter, scientific or engineering standard, section, table or code that does not exceed 20% of a book

The following are the permissions for the title selected:

Permission Medium	Permission Type	Use Type Option	Status
Print Create paper copy via photocopier	Handout	Internal Distribution	
		External Distribution	
	Library Reserve	Internal Distribution	
		External Distribution	
Digital Use content electronically	Library Reserve	Internal Distribution	
		External Distribution	
	Email	Internal Distribution	
		External Distribution	
Storage (CD-ROM/USB/DVD)	Storage (CD-ROM/USB/DVD)	Internal Distribution	
		External Distribution	
	Presentation	Internal Distribution	
		External Distribution	
Intranet	Internal Distribution		
	External Distribution		






Legend:

- Covered under your licence up to specified limits
- Excluded from Access Copyright Repertoire. "Pay Per Use" request can be made.
- Covered under your licence up to specified limits but subject to additional payment
- Not covered under your licence but available for Pay Per Use Options

For some items, you will see that external distribution is not covered, but available for Pay Per Use and indicated by the symbol 

Items with this symbol have unique publisher pricing and cannot be added to an External Distribution Log.

The following are the permissions for the title selected:

Permission Medium	Permission Type	Use Type Option	
Print <i>Create paper copy via photocopier</i>	Handout	Internal Distribution	<input checked="" type="checkbox"/>
		External Distribution	 
	Library Reserve	Internal Distribution	<input checked="" type="checkbox"/>
		External Distribution	 
Presentation	Internal Distribution	<input checked="" type="checkbox"/>	
	External Distribution	 	

To proceed, please select the **“Pay Per Use Options”** tab and choose your permission type. Select **“External Distribution”** under **“Use Type Option”** and click on **“Request Permission”**.

We will investigate and obtain the publisher pricing. You'll have the chance to proceed with the request or cancel it.

Comprehensive Licence Permission **Pay Per Use Options**

Please make a selection from the below options to continue with your permission request.

Permission Medium	Permission Type	Use Type Option
Print	<input type="radio"/> Coursepack	<input type="checkbox"/> External Distribution <input type="checkbox"/> Modification <input type="checkbox"/> Translation
	<input type="radio"/> Handout	
	<input type="radio"/> Library Reserve	
	<input type="radio"/> Presentation	
	<input type="radio"/> Republishing	
	<input type="radio"/> Republishing	
Digital	<input type="radio"/> Coursepack	
	<input type="radio"/> Library Reserve	
	<input type="radio"/> Email	
	<input type="radio"/> Storage (CD-ROM/USB/DVD)	
	<input type="radio"/> Presentation	
	<input type="radio"/> Intranet	
<input type="radio"/> Republishing		

[Request Permission](#)

If you do not track your external distributions through a log, you can make a pay per use request for external distribution by logging into your Access Copyright account. Contact us at permissions@accesscopyright.ca if you do not have a login account.

Enter information about the pages you wish to use, the number of users, and the title of the article/chapter into the online form.

Click on **“Get Price”** to see pricing for your request. Then, click on **“Proceed”**.

You have the option to add your request to **“My List”** or **“My Cart”**.

Items in **“My List”** are saved and you can log in and return to them later. Items in **“My Cart”** can proceed to the checkout step.

Note: Some items require review by Access Copyright before a price can be generated and will be labeled as TBD. You will be prompted to add these items to **“My List”**. Our permissions department will review these items and will email you with further information.

Transactional Licences: Price and Order

Title:	Journal of personality and social psychology	Medium:	Print
ISBN/ISSN:	00223514	Use Type Option:	External Distribution
Publisher:	American Psychological Association	Use Type:	Handout
Author:		Pages:	unknown
Publication Year:			
Print Status:	In Print		

Enter the following details and click Get Price. * indicates required field

Customer Reference:	Article/Chapter Title:*	MMPI : results
Academic Term:	Article/Chapter Author:*	C. Jones
Course Code:	Volume/Issue/Year:*	2010
Department:	Comments:	
Pages (i.e. 1-9):*		
No. of Pages:*		
No. of Users:*		

[Get Price](#) [Proceed](#) [Edit](#)

Total Price: \$21.60

[Add to Cart](#) [Add to My List](#)

To process your request(s) located in **“My Cart”**, please click on **“Check Out”** and confirm billing details.

Delete All Move All to My List Search for another publication **Cart total: \$21.60**

Customer Reference:	Academic Term:	Course Code:	Created By: Christina Ransom
Title:	Journal of personality and social psychology	Medium:	Print
Article/Chapter Title:	MMPI : results	Use Type Option:	External Distribution
Article/Chapter Author:	C. Jones	Use Type:	Handout
Volume/Issue/Year:	2010	Pages:	1-6
ISBN/ISSN:	00223514	No. of Pages:	6
Publisher:	American Psychological Association	No. of Users:	6
Author:		Comments:	
Publication Year:			

\$21.60

Cart total: \$21.60

Items to be checked out: 1

[Check Out](#)

Select your payment method from the drop-down menu and click **“Submit Order”**.

Print a copy of the licence and invoice for your records.

ISBN/ISSN	Title
01616420	Ophthalmology (1978-)

Payment: Invoice Invoice Credit Card