

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 We Need From You

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 published titles in Access Copyright's repertoire that are copied in the production of coursepacks.

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

Using the Logging Tool

The [logging tool](#) is available 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 for paper coursepacks during the period in the same logging tool template. Add details on the coverage for each publication title in column S next to the Total Royalties column using the logging tool legend.

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

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% 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

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 you have any questions, we're here to help. You may contact us at info@accesscopyright.ca