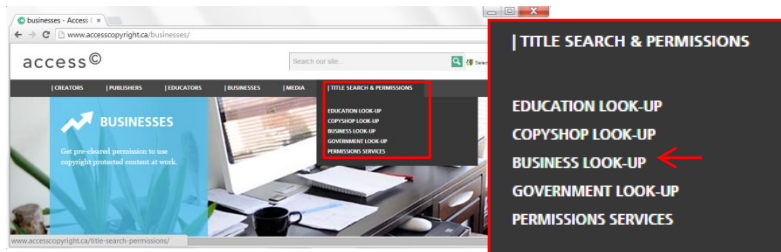
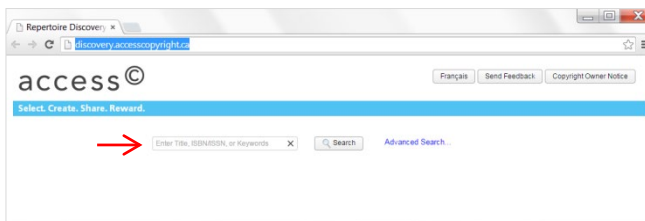


Step 1: Go to the Access Copyright website and select "Business Look-Up."



Step 2: Search for the title you want to use [searching by ISSN or ISBN will increase the speed and accuracy of your results].



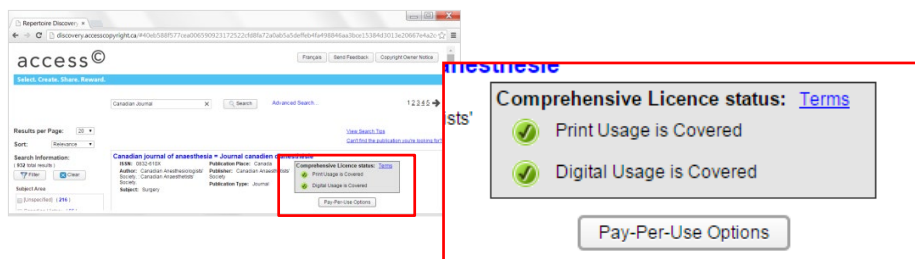
Step 3: Find a match for the publication you want to use and confirm the licence status.

Can't find a match?

Enter the title details in the web form and submit a request

Need help?

Contact our Clearance Services team at permissions@accesscopyright.ca



Step 4: Based on the identified licence status, follow the corresponding steps in the table below.

Licence Status Type

Explanation & Required Actions

Comprehensive Licence status: [Terms](#)

- ✔ Print Usage is Covered
- ✔ Digital Usage is Covered

Covered – Green checkmarks mean the title is covered for all licensed uses. You may proceed with the use and record it in the External Distribution Log.

Comprehensive Licence status: [Terms](#)

- ⚠ Print Usage has Conditional Coverage. See Terms.
- ⚠ Digital Usage has Conditional Coverage. See Terms.



Pay-Per-Use Options

Conditional Coverage – A yellow caution mark means the title is not covered for certain uses. Click on the "Terms" link to check which uses are excluded. If External Distribution is excluded, you may request a quote on a pay-per-use clearance (based on publisher-set pricing) through our online clearance services portal, as follows:

- i. Select the "Pay-Per-Use Options" button
- ii. Fill out the online permission request form
- iii. Wait for Access Copyright to return quote on price/terms
- iv. Accept the pricing & terms
- v. Access Copyright sends official clearance
- vi. Proceed with use [once clearance is received]

Comprehensive Licence status: [Terms](#)

- ⊘ Print Usage is Not Covered
- ⊘ Digital Usage is Not Covered

Not Covered – Red prohibition symbol means the title is not covered for any uses. Contact the publisher for permission.