

### Introduction

This Licence has been designed for organisations such as learned societies, professional bodies and membership organisations who provide a document delivery service on a small scale to members or other clients who require the copies for commercial purposes. This Licence is available for organisations who can estimate, in good faith, that the number of such copies per month is likely to be less than 100; for larger numbers, organisations should take the standard Transactional Document Delivery Licence. The Low Volume Document Delivery Licence is a trial Licence for 1 year and its renewal will depend on an analysis of its effectiveness, suitability and viability.

This Licence is not designed for supplying copies to other members of staff, therefore copying for the organisation's internal management and communication purposes should be covered by taking out the CLA Business Licence.

### How the Licence works

- It is a blanket licence, therefore there is no need to obtain prior permission from the rightsholder or maintain individual records of each transaction.
- Single copies can be made from original paper publications of magazines, books, journals and other periodicals owned by the Licensee and delivered to customers within the UK by post, fax or secure intermediate electronic means such as Ariel etc.
- The licence covers copying from all magazines, journals, books and periodicals published in the UK and 17 other territories. CLA will provide Licensees with lists containing information on the Mandating Territories, the Participating US Publishers and the Excluded Categories and Works.

### Record keeping and reporting

- As indicated above there is no requirement to maintain individual records of each transaction.
- However, the Licensee must keep records of the total number of copies supplied, and send CLA a quarterly report of the total number of copies supplied each month during that quarter. This may be used as a basis of the next year's licence fee. Those organisations supplying more than an average of 100 commercial copies per month may be required to transfer to the Transactional Document Delivery Licence at the end of the term.
- If requested by CLA, Licensees will be required to undertake a record keeping exercise for one month during the term and provide CLA with a summary of the copies supplied eg title, publisher, ISBN/ISSN number, and author details where practicable. This information is required for fee distribution purposes.

### Annual Licence fee

The cost of the Licence depends upon the volume of copying expected to be made for commercial purposes during the term of the Licence and is calculated as follows:

- Licensee estimates the monthly average number of copies requiring a licence and multiplies by 12 to obtain the annual figure\*.
- The annual figure is discounted by 20% attrition to allow for any potential fall in demand as a result of users being asked to pay a copyright fee.
- The figure is multiplied by the Base Price per copy – £7.65 (weighted average of current rightsholder set document delivery prices).
- VAT is then added to the invoice which is payable within 30 days of the start of the Licence.  
Example: Library expects to deliver 50 copies per month x 12 months = 600. Less 20% for attrition = 480.  
480 copies x £7.65 base price = £3672 annual licence fee + VAT = £4314.60.
- The Library can choose to charge an administration fee over and above the base price.
- There will be no adjustment of the licence fee to allow for any under or over estimate in the first year.

\*Any title which is more than 120 years old would be considered by CLA to be out of copyright and should not be included in the Licensee's estimate.