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# What data should you include in your CLA survey?

If you are...



- copying print journals, magazines and books internally
- using articles received from document suppliers, press cuttings agencies and PR firms (not newspaper content)
- receiving digital content direct from publishers or aggregators (including archives and databases) under subscription or 'pay per view'

and using it for...



- further internal distribution to colleagues and consultants
- including content in staff noticeboards, internal newsletters, presentations and reports
- including content on a company intranet
- providing to external recipients (where permitted by the CLA Licence)

...then you need to include it in your CLA survey.



# Guidance on sources of digital material (text and still images)

**For the purpose of distributing licence fee money to copyright owners, we need to know the title of the publication and the name of the publisher or secondary publisher.** We do not need to know who supplied the material, for example, the aggregator, library or document supplier, press cuttings agency etc. Examples of publishers and suppliers are provided below for information.

## Examples of publisher types

Category	Description	Examples
Publisher direct	Customer has a direct agreement with the publisher to access publisher's digital content, either publication by publication, or 'bundled' (all publications on a particular topic) (may be subscription or buy outright for perpetual access) or the customer can subscribe to access to the publisher's online platform and pick and mix from publications available thereon	<b>Publishers:</b> Wolters Kluwer (e.g. publish database Kluwer Arbitration), Sweet & Maxwell (publish database West Law), IEEE (IEEE Xplore Digital Library), IBFD (International Bureau of Fiscal Documentation), Complanet (interactive training materials), ENDS Legal Compliance Manager, Expert HR, Thomson Research Publishers' platforms, Science Direct (Elsevier)
Publisher pay-per-view	Customer buys ad hoc copies of single articles with no 'on-copying' rights granted by the publisher	As above
Secondary publisher	Secondary publishers bring together other rightsholders' publications under licence and add value by making it possible to cross-link or cross-search, equivalent to a printed anthology	Factiva, Lexis Nexis

## Examples of supplier types

Category	Description	Examples
Aggregator	Aggregators bring together lots of different publications from different publishers but these remain distinct works. Terms and conditions will be the same over the whole collection	Journals: EBSCO, PROQUEST, JSTOR E-books: Mylibrary, ebrary, netlibrary
Library supplier	Former subscription agents have platforms by which customers can subscribe to the journals they want. Terms and conditions are set by individual publishers but the subscription is paid to the library supplier	Dawson Era, SWETS
Document supplier	The customer receives copies of individual articles and book chapters across all publishers' publications and pays a copyright fee for that copy but this does not include 'on-copying' rights	British Library, Infotrieve, Law Society, Royal Society of Medicine, Subito
Library aggregator	Customer belongs to a library (e.g. as part of their membership of a learned society) that gives them access to a collection of e-journals and e-books	British Library, BMA Library, Royal Society of Medicine
Press cuttings agency	Customer receives relevant cuttings from a wide range of periodicals, paying a copyright fee per cutting	Durrants, Precise
Media monitoring and PR agencies	Customer receives link to online cuttings	Cision, Metrica

## Definitions of publication types

### Archive

Collection of all the back issues of a journal/periodical, in some cases going back to when the publication was originally launched, e.g. ACS Journal Archive, Institute of Physics Historic Archive, PROLA (American Physical Society) or all books published in a particular series.

### Publisher collections

Publisher brings together groups of individual publications with a common readership, topic, theme etc, e.g. Emerald First published by Emerald, Kluwer Arbitration published by Wolters Kluwer, Elsevier Freedom Collection published by Elsevier, Wiley-Blackwell STM Collection, OUP'S Investment Claims.

### Database

A systematically structured collection of inter-related records in a standardised format, based on specified fields that is searchable in a variety of ways, e.g. digital versions of dictionaries, encyclopaedias, pharmacopeias, including West Law, Lexis Nexis, British National Formulary.

### Newspapers – (excluded from all CLA licences)

Daily or weekly publications containing principally news, editorial comment, regular columns etc e.g. Wall Street Journal.

### Websites – (Excluded from some CLA licences)

Free-to-view web pages identified only by a URL e.g. BIBA Media Centre, KNOVEL, idocs, Bloomberg.com.

For further information please contact [andrew.craig@cla.co.uk](mailto:andrew.craig@cla.co.uk), call 020 7400 3182 or visit [www.cla.co.uk](http://www.cla.co.uk)