



CLA Website Republishing Permissions

FAQs FOR NEW LICENSEES

What are CLA Website Republishing Permissions?

Website Republishing is one of the copyright permissions included in your licence. The licence permits you to post up to five articles per year on your own website from participating print magazines and websites.

This guide explains how you can use and make the most of these permissions.

How do I re-use an article on my website?

There are three steps for re-use of an article

1. Check you have permission to republish the article

Not every publication covered by your licence for other types of copying is included for website republishing. You will need to check that the publication or website containing the article is available for website republishing. You can do this by visiting www.cla.co.uk and searching for the title, URL or ISSN.

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If a publication is available for website republishing, you will see the following:

AMENITY MACHINERY & EQUIPMENT

ISSN: 14649586

Publication Type: Journal/Magazine

Publication Form: Print

Publisher: ACP Publishers Limited

Country of Publication : United Kingdom of Great Britain & N. Ireland

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Please note that peer-reviewed scientific journals are not available for website republishing

2. Post the article on your website

You can post the article (including any images) in any standard image format including PDF, GIF, JPG or PNG, or as plain text. For content originally published online, you are required to include the URL of the source webpage alongside the copied article. For content originally published in print, you must include the name of the source magazine. In all cases the following notice should also be added; 'This Digital Copy is being made available under a CLA Licence for online viewing only'.

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Please note that our website republishing permissions only permit you to republish articles on permanently free-to-view websites. If your website is free-to-view, but contains advertising, you are still permitted to republish an article to your website. The licence includes further restrictions on the type of website on which you may republish content. Please refer to the definition of a Restricted Website in your licence terms and conditions.

3. Tell us you have republished the article

You are required to report to us when you republish an article to your website under the licence. This can be done quickly and easily using the Check Permissions area of our website. You will need to log in to use this service - if you do not have your login details, please email us at cs@cla.co.uk

REPORT WEBSITE REPUBLISHING USAGE

1 confirm 2 complete

School leadership

ISSN:	14760649
Publication Type:	Journal/Magazine
Publication Form:	Print
Publisher:	Wolters Kluwer UK Limited
Country of Publication	United Kingdom of Great Britain & N. Ireland

Remaining Usage

Used:	38
Remaining:	962

Usage

Fields marked * are required

Please tell us the address of the host website where the article will be republished.

* Host website

You must provide us with the URL of the webpage where the article will be displayed.

We will use the information you provide to ensure that the money collected through its licences is distributed fairly and accurately to the publishers, writers and visual artists whose works are being copied and reused.

We will keep track of how many articles you use under your licence. You can log in to your CLA account at any time to check how many of your five articles remain.

USAGE CONFIRMED



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A copy of this report has been sent to test0rganisation28@cla.co.uk Your

report reference is 9779716

School leadership

ISSN:	14760649
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How long can I keep the article on my website?

You can keep the article on your website for as long as you have a relevant licence. We will notify you in the unlikely circumstance that you are required to take down the article.

How many articles can I republish on my website at one time?

For every year that you hold a relevant licence, you are permitted to post five articles onto your website at any one time, but you can remove an article and post another as often as you need as long as there are no more than five on your website at any one time. So for example, if you renew your licence for a second year you will then be able to post an additional five articles and have up to ten posted onto your website at one time. In your third year of the licence this would then total 15 articles. You may remove articles at any time without needing to inform us.

What if I want to republish more than five articles on my website?

If you find that you need to use more than five articles at any one time, please contact the publishers of those additional articles directly to clear permission. We would be grateful if you could also let us know, as we are always looking to ensure our licences meet our customers' needs.

What if the title I want to republish an article from is not covered by my licence?

Please contact the publisher directly to request permission. We are adding publishers all the time, so do check back later.

What happens if I do not renew my Licence?

If you do not renew your licence you will no longer have permission to host any articles. Unless you seek direct permission from the relevant rightsholders, you must remove any republished articles from your website immediately.

Can I replace articles once I have republished them on my website?

You can remove and replace articles as long as you do not post more than five articles in any one year. Thus if you use your full allowance and renew your licence after a year, you may not remove and replace all ten articles that you are permitted to host, but may only remove and replace the five articles you have been allocated for that second year.

Please contact cs@cla.co.uk if you have any queries or need help reporting usage.

Please be aware that the licence permits website republishing only when usage is reported. Please don't forget to report, otherwise your licence may not be valid.