



ILL Copyright Reports

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This session

- Copyright file on a request
- Talk about copyright table
- Copyright reports
- How libraries use the reports

Won't cover

- Copyright law
- Copyright cases



Copy request



Copy request

- Copy request has a copyright designation
 - CCG Copyright Guidelines
 - CCL Copyright Law

→ **Group Status = Closed - Non-Returnable**

→



List of Requests

Title	Request No.	Status	Last Activity	Msg	Rush
Journal of nephrology nursing.	27847	Closed	08/18/08		When convenient (Local)

- Locate
- Send
- Receive
- Return
- Response
- Print
- Delete
- Change Status
- Copyright
- Push Circ
- Push Item
- Push Patron

Copyright Management

Copyright Information

Title Journal of nephrology nursing.
ISSN/ISBN 0748-5328
Year 2008
Copyright Status 10-Under max of free copies

Information about this request

Current Copyright Summary

Filled Requests 2 - Req. No:27847 27783
Outstanding Requests 1 - Req. No:27665

Information about requests from this title

Update Copyright Status

Change Copyright Status to:

Note:

Copyright Payment

Approval Number:

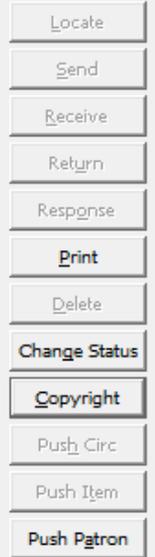
Payment Status:

→ Group Status = Closed - Non-Returnable



List of Requests

Title	Request No.	Status	Last Activity	Msg	Rush
Journal of nephrology nursing.	27847	Closed	08/18/08		When convenient (Local)



Copyright Management

Copyright Information

Title Journal of nephrology nursing.
ISSN/ISBN 0748-5328
Year 2008
Copyright Status 10-Under max of free copies

Current Copyright Summary

Filled Requests 2 - Req. No:27847 27783
Outstanding Requests 1 - Req. No:27665

Update Copyright Status

Change Copyright Status to
Note

Copyright Payment

Approval Number
Payment Status

Change copyright status on the individual request

Updated by copyright payment report



Request Log

ALEPH ILL - Version 21 Library: TST40 - TST ILL (TST40) Server: dev21.mnpals.net:10127 User: PALS101 ILL Unit: TST1

ALEPH View Borrowing Lending *Services Help ?

Request Number [] [] Group Status = Closed - Non-Returnable

Request Number [] []

[1] Functional [2] Summary

[R] Borrowing Request List (58)

[V] Borrowing Request (270844)

[L] Request Log

Bulk Operation

- Receive
 - [T] Receive Returnable
 - [N] Receive Non-Returnable
 - [R] Return

List of Logs

All

General (Manual log)

ILL Request Created

Supplier Request Created

Request status was changed to "Referred" ("REF")

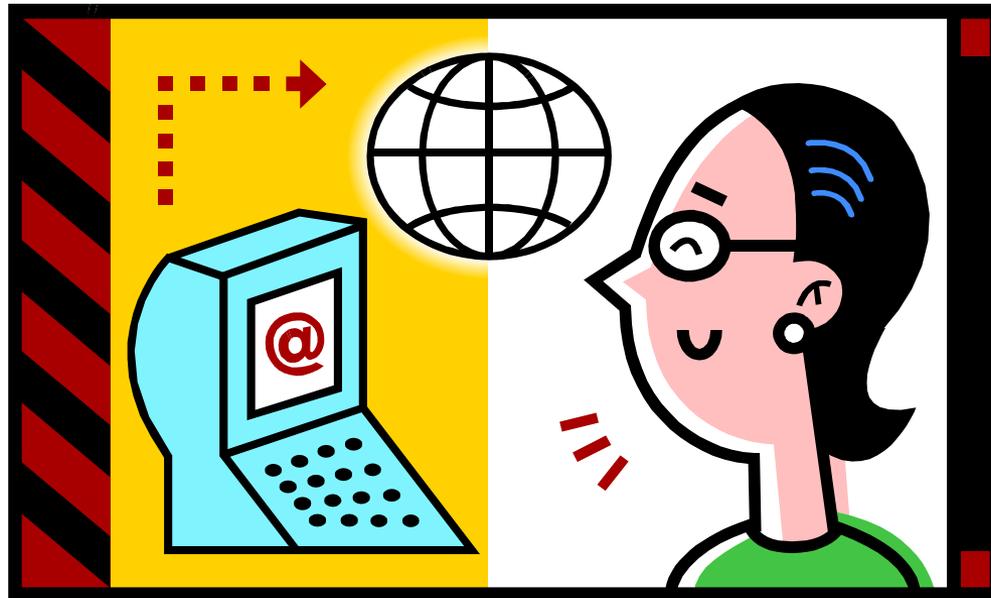
Vouchers De-allocation

Letter was Sent to the Patron

Date/Time	Description	System note	User note	User	Action date
09/27/13 04:11 PM	Shipped Message from Responder	Shipped message from MSUI <> Due Date: ----- URL: <>		BATCH	-----
09/27/13 04:11 PM	Set copyright status	Copyright status set to 10-Under max of free copies.		BATCH	-----
09/27/13 04:11 PM	Patron Request Status Changed	Patron Request Status changed to Closed		BATCH	-----
09/27/13 04:08 PM	Patron Request Status Changed	Patron Request Status changed to Sent to supplier			
09/27/13 04:08 PM	ILL Request Message to Responder	ILLRequest message to MSUI: <>			
09/27/13 04:05 PM	Patron Request Status Changed	Patron Request Status changed to Waiting for Process		PALS101	-----
09/27/13 03:54 PM	Set copyright status	Copyright status set to 11-Might be under max of free copies.		PALS101	-----
09/27/13 03:54 PM	ILL Request Created	ILL Request Number 270844 created 09/27/13		PALS101	-----

Copyright status changes

Copyright table



Copyright table

- Each library has a copyright table
 - Each ILL unit can have it's own policy
- Define copyright tracking
- Determine what happens when staff or patron created requests are at your copyright limit

Copyright table

The screenshot shows the ALEPH ALEPHADM software interface. The title bar reads "ALEPH ALEPHADM - Version 21 - [Copyright policy for ILL unit (TST40\tab - copyright_policy.eng)]". The menu bar includes "File", "Edit", "Configuration", "Language", "Tables", "Options", "Window", and "Help". The toolbar contains various icons for file operations and navigation. The main window displays the "ILL Policy" configuration for the unit "TSTI".

1. ILL Unit code or Group : TSTI

2. Number of years : 05

3. Max. number of requests : 05

4. Action code for staff initiate request for copyright status 11 : 03

5. Action code for staff initiate request for copyright status 21 : 02

6. Action code for patron initiate request for copyright status 11 : 03

7. Action code for patron initiate request for copyright status 21 : 01

8. Group name : PALS Test Library

Copyright table

The screenshot shows the ALEPH ALEPHADM software interface. The title bar reads "ALEPH ALEPHADM - Version 21 - [Copyright policy for ILL unit (TST40\tab - copyright_policy.eng)]". The menu bar includes "File", "Edit", "Configuration", "Language", "Tables", "Options", "Window", and "Help". The toolbar contains icons for file operations, navigation, and search. The main window displays a form for configuring a copyright policy for the ILL unit "TSTI".

The form fields are as follows:

- 1. ILL Unit code or Group : TSTI
- 2. Number of years : 05
- 3. Max. number of requests : 05
- 4. Action code for staff initiate request for copyright status 11 : 03
- 5. Action code for staff initiate request for copyright status 21 : 02
- 6. Action code for patron initiate request for copyright status 11 : 03
- 7. Action code for patron initiate request for copyright status 21 : 01
- 8. Group name : PALS Test Library

Annotations on the screenshot:

- "Staff created requests" is annotated with a bracket pointing to fields 4 and 5.
- "Patron created requests" is annotated with a bracket pointing to fields 6 and 7.
- "How requests are handled" is annotated with a bracket pointing to fields 4, 5, 6, and 7.
- "11- Might be under maximum free copies" is annotated with a bracket pointing to field 4.
- "21- Might be over maximum free copies" is annotated with a bracket pointing to field 5.

Request Number = 270553



List of Requests

Title	Request No.	Status	Last Activity	Msg	Rush
Svensk teologisk kvartalskrift.	270553	New - Staff Review	09/26/13		When convenient (Local)

- Locate
- Send
- Receive
- Return
- Response
- Print
- Delete
- Change Status
- Copyright
- Push Circ
- Push Item
- Push Patron

Copyright Management

Copyright Information

Title: Svensk teologisk kvartalskrift.
 ISSN/ISBN: 0039-6761
 Year: 2010
 Copyright Status: 21-Might be above max of free copies

Current Copyright Summary

Filled Requests: 0
 Outstanding Requests: 6 - Req. No:270553 270548 270543 270542 270541 270538

Update Copyright Status

Change Copyright Status to: 21-Might be above max of free copies Recalculate

Note:

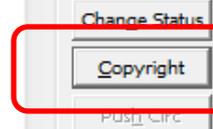
Copyright Payment

Approval Number:

Payment Status:

OK

Cancel
Help



1. Request Info

Line no Par

Request Number

Av. Su | Status

- Modify
- Add Supp
- Re-arrange
- Delete
- Unfilled

Copyright Reports



Copyright reports

- Copyright Payment Report (ill-61)
- Copyright Statistics Report (ill-62)

ILL Services-US Copyright

The screenshot shows the ALEPH ILL software interface. The title bar reads "ALEPH ILL - Version 21 Library: TST40 - TST ILL (TST40) Server: dev21.mnpals.net:10127 User: PALS101 ILL". The menu bar includes "ALEPH", "View", "Borrowing", "Lending", "*Services", and "Help ?". The "Services" menu is open, showing options: "History", "ILL Borrowing", "ILL Lending", "US Copyright", "General", "Staff", and "Custom Services". The "US Copyright" sub-menu is also open, showing "Copyright Payment Report (ill-61)" and "Copyright Statistics Report (ill-62)".

In the background, a table displays request statistics:

No. of Requests	Request Info.
125	All
77	Returnable
48	Non-Returnable

On the left side of the interface, there is a "Statuses" section with a tree view showing "New (125)" and "Waiting for Process (1/8)".

Copyright Statistics Report

09/30/2013

copyright-statistic-report-00

Copyright Statistics Report

ILL Unit/Group: TSTI
Threshold: 3
From Request Date: 01/01/2013
To Request Date: 09/30/2013

ISSN/ISBN	Title	No of Requests	No of different Requesters
0882-5963	Journal of pediatric nursing.	7	4
1925-4040	Journal of nursing education and practice	7	3
0039-6761	Svensk teologisk kvartalskrift.	6	5
0735-6846	The Journal of humanistic counseling, education and development.	4	3
1543-849X1543-849X0098-25711	Automotive engineering international.	4	2

Copyright Statistics form

Copyright Statistics Report (ill-62) - TST40

* Report Name:

Threshold to Consider a Title as Highly:

From Request Date:

To Request Date:

Report Format:

Runtime:

At: O'clock:

Library:

Print ID:

Report Language:

Submit

View History

Cancel

Help

Add to History

Read From/PrintToADM

Copyright Payment Report

10/01/2013
copyright-payment-report-00

Copyright Report

ILL Unit: TSTI
Update Database: No

ISSN/ISBN	Title	Request Number	Fulfillment Date
1925-4040	Journal of nursing education and practice	270843	09/27/2013
1925-4040	Journal of nursing education and practice	270845	
1925-4040	Journal of nursing education and practice	270853	09/27/2013
0882-5963	Journal of pediatric nursing.	270813	09/27/2013
0882-5963	Journal of pediatric nursing.	270816	09/27/2013
0882-5963	Journal of pediatric nursing.	270817	09/27/2013
0882-5963	Journal of pediatric nursing.	270820	09/27/2013
0039-6761	Svensk teologisk kvartalskrift.	270538	09/26/2013

Request Number = 270843

List of Requests

Title	Request No.	Status	Last Activity	Msg	Rush
Journal of nursing education and practice [electronic resource].	270843	Closed	09/27/13		When convenient (Local)

- Locate
- Send
- Receive
- Return
- Response
- Print
- Delete
- Change Status
- Copyright
- Push Circ
- Push Item
- Push Patron

Copyright Management

Copyright Information

Title	Journal of nursing education and practice
ISSN/ISBN	1925-4040
Year	2012
Copyright Status	20-Above max of free copies

Current Copyright Summary

Filled Requests	8 - Req. No:270857 270853 270852 270848 270847 270845 270844 270843
Outstanding Requests	0

This request is considered above fair use

Change Copyright Status to: 20-Above max of free copies

Note: 00-Free of fee
11-Might be under max of free copies
21-Might be above max of free copies
10-Under max of free copies
20-Above max of free copies
50-Canceled/Deleted/Expired Request
51-Unfilled request

Copyright Payment: 20-Above max of free copies

Approval Number:

Payment Status: Not Handled

This request is considered above fair use

Update Copyright Status

Copyright

I can change the Copyright status

Request Number = 270843

List of Requests

Title	Request No.	Status	Last Activity	Msg	Rush
Journal of nursing education and practice [electronic resource].	270843	Closed	09/27/13		When convenient (Local)

- Locate
- Send
- Receive
- Return
- Response
- Print
- Delete
- Change Status
- Copyright
- Push Circ
- Push Item
- Push Patron

Copyright Management

Copyright Information

Title Journal of nursing education and practice
ISSN/ISBN 1925-4040
Year 2012
Copyright Status 20-Above max of free copies

Current Copyright Summary

Filled Requests 8 - Req. No:270857 270853 270852 270848 270847 270845 270844 270843
Outstanding Requests 0

Update Copyright Status

Change Copyright Status to: 20-Above max of free copies Recalculate

Note:

Copyright Payment

Approval Number:

Payment Status: Not Handled

- Dismissed
- Not Handled
- Paid**
- Payment Authorization Given
- Reported

OK
Cancel
Help

Need by Date
Requested Media

Photocopy (copy)

Copyright Payment Report form

Copyright Payment Report (ill-61) - TST40

* Report Name

Update Database Yes No

Retrieve by Approval Number Yes No

Approval Number

Change Copyright Payment Status to

Report Format

Runtime:

At: O'clock:

Library:

Print ID:

Report Language:

Run with Update Database set to No- Report mode

Submit
View History
Cancel
Help
 Add to History
 Read From/PrintToADM

Copyright policy for ILL unit (TST40\tab - copyright_policy.eng)

1. ILL Unit co...	2. Number of years	3. Max. number of requests
TSTI	05	05
EXTI	05	03

Copyright Management

Copyright Information

Title: Journal of nursing education and practice
 ISSN/ISBN: 1925-4040
 Year: 2011
 Copyright Status: 10-Under max of free copies

Current Copyright Summary

Filled Requests: 8 - Req. No:270857 270853 270852 270848 270847 270845 270844 270843
 Outstanding Requests: 0

Update Copyright Status

Change Copyright Status to: 10-Under max of free copies Recalculate

Note:

Copyright Payment

Approval Number:

Payment Status: Not Handled

OK

Cancel

Help

List of Requests

Title	Request No.	Status	Last Activity
Journal of pediatric nursing.	270836	New - Staff Review	09/27/13

09/30/2013
copyright-payment-report-00

Copyright Report

ILL Unit: TSTI
Update Database: No

ISSN/ISBN	Title	Request Number	Fulfillment Date
1543-849X1543-849X0098-25711	Automotive engineering international.	265247	08/29/2013
1925-4040	Journal of nursing education and practice	270843	09/27/2013
1925-4040	Journal of nursing education and practice	270845	
1925-4040	Journal of nursing education and practice	270853	09/27/2013
0882-5963	Journal of pediatric nursing.	270813	09/27/2013
0882-5963	Journal of pediatric nursing.	270816	09/27/2013
0882-5963	Journal of pediatric nursing.	270817	09/27/2013
0882-5963	Journal of pediatric nursing.	270820	09/27/2013
0039-6761	Svensk teologisk kvartalskrift.	270538	09/26/2013
0020-7233	The International journal of environmental studies.	8081	04/30/2007

Copyright policy for ILL unit (TST40\tab - copyright_policy.eng)

1. ILL Unit co...	2. Number of years	3. Max. number of requests
TSTI	05	05
EXTI	05	03



09/30/2013
copyright-statistic-report-00

Copyright Statistics Report

ILL Unit/Group: TSTI
 Threshold: 3
 From Request Date: 01/01/2013
 To Request Date: 09/30/2013

ISSN/ISBN	Title	No of Requests	No of different Requesters
0882-5963	Journal of pediatric nursing.	7	4
1925-4040	Journal of nursing education and practice	7	3
0039-6761	Svensk teologisk kvartalskrift.	6	5
0735-6846	The Journal of humanistic counseling, education and development.	4	3
1543-849X1543-849X0098-25711	Automotive engineering international.	4	2

Sharing



Patrice Conely, Bemidji State University



Sonja Timmerman, Gustavus Adolphus College



Peter Jarnstrom, Minnesota State University
Mankato

Copyright Statistics Report-ILL-62

Uses

- 1.) Check for ownership
- 2.) Track copyright and pay royalties
- 3.) Review for collection development

09/30/2013
copyright-statistic-report-00

Copyright Statistics Report

ILL Unit/Group: TSTI
Threshold: 3
From Request Date: 01/01/2013
To Request Date: 09/30/2013

ISSN/ISBN	Title	No of Requests	No of different Requesters
0882-5963	Journal of pediatric nursing.	7	4
1925-4040	Journal of nursing education and practice	7	3
0039-6761	Svensk teologisk kvartalskrift.	6	5
0735-6846	The Journal of humanistic counseling, education and development.	4	3
1543-849X1543-849X0098-25711	Automotive engineering international.	4	2



Copyright Workflow

- Run ILL62
- Copy to Excel (select all, copy, paste into Excel spreadsheet)
- Data clean-up
 - Sort by Title, look for errors :
 - 2 entries for same title even though all same info
 - 2 entries for same title – ISSN hyphen
 - DOI instead of ISSN – check for same title
 - Missing ISSN – check to see if there are other entries

- Sort Journal Titles again by number of uses
 - Separate into worksheets, by number of uses
- Add request information
- Report to Copyright Clearance Center

Sample Excel Worksheet

	A	B	C	D	E	F	G	H	I
1	Over Copyright Allowance of 5/year								
2									
3	ISSN/ISBN	Title	No of Requests	No of different Requesters	Request No.	No. of Pages	Cost per CCC		
4	8952779	Journal of sport & exercise psychology.	8	4					
5					272735	14			
6					286879	10			
7					286880	17			
8					308899	22			
9					308900	20			
10					310002	18	\$31.50		
11					310412	22	\$31.50		
12					355470	1	\$31.50		
13									
14	ISSN/ISBN	Title	No of Requests	No of different Requesters					
15	1369-1066	Venture Capital.	7	1					
16					335147	4			
17					335154	23			



Copyright Tips

- GAC mostly uses the Copyright Statistics Report (ill-62).
 - Run a couple of times a semester
 - Run every January for previous calendar year
- Created documentation on the process
 - How to run the report in Aleph
 - Pay the fees in Copyright Clearance Center
 - Update Aleph requests

Copyright workflow

- Run the Copyright Statistics Report (ill-62)
 - threshold of 5
- Search borrowing requests using the ISSN
- Use the Copyright button to view all the filled requests.
 - Look at them as a whole and individually, using Fair Use, CONTU, copyright law and common sense to determine if we need to pay.

Copyright Clearance Center

- Copyright Clearance Center
<http://copyright.com>
- Search by Journal Title
 - select pay-per-use options

Copyright Clearance Center

<http://copyright.com>

The screenshot shows the Copyright Clearance Center website interface. At the top, there is a navigation bar with the logo on the left and links for 'Welcome', 'Log in', 'Cart (0)', 'Manage Account', 'Feedback', 'Help', and 'Live Help'. Below this is a secondary navigation bar with categories: 'GET PERMISSION', 'LICENSE YOUR CONTENT', 'PRODUCTS AND SOLUTIONS', 'PARTNERS', 'EDUCATION', and 'ABOUT US'. A search bar is located on the right side of the page, containing the text 'online classroom' and a 'Go' button. Below the search bar, there is a note: 'Note: Copyright.com supplies permissions but not the copyrighted content itself.' The search results section shows 'Results' for 'online classroom' with 'Items 1-25 of 95 matches found'. The first result is '1. ONLINE CLASSROOM' with details: 'ISSN: 1546-2625', 'Publication type: e-Journal', and 'Publisher: Magna Publications'. A blue button labeled 'Pay-Per-Use Options' is visible below the first result. To the right of the first result, there is a section for 'Annual License Holders' with a list of options: 'Business License - Print' (checked), 'Business License - Digital' (checked), 'Digital Responsive Rights TERMS' (unchecked), and 'Academic License - Digital/Print' (checked). Below this list, there is a link: 'Need an annual license? Get info'. The second result is partially visible, showing 'the online classroom' and another 'Annual License Holders' section.

1.) Search by Title

2.) Select Pay-Per-Use Options

Get Permission / Find Title
online classroom
Advanced Search Options

Note: Copyright.com supplies permission but not the copyrighted content itself.

Permissions Summary

[Back to results](#)

ONLINE CLASSROOM

Journal title searched in previous step

ISSN: 1546-262
Publication type: e-Journal
Publisher: Magna Publications
Rightsholder: MAGNA PUBLICATIONS INC.



Pay Per Use Options | **Annual License Options**

Permission Type

Availability

Use in electronic course materials

Available for purchase

- Use in an e-coursepack
- Post in electronic reserves
- Post in a course management system
- Post on an academic institution's website
- Use on a CD-ROM/DVD
- Use on a USB flash drive

4.) Choose "Report Interlibrary Loan (ILL) borrowing"

3.) Choose "Deliver via Interlibrary Loan (ill) or document delivery"

Print course materials

Available for purchase

- Photocopy for a coursepack
- Photocopy for classroom handouts

Deliver via Interlibrary Loan (ILL) or document delivery

Available for purchase

- Report Interlibrary Loan (ILL) borrowing
- Distribute via commercial document delivery

GET PERMISSION

LICENSE YOUR CONTENT

PRODUCTS AND SOLUTIONS

PARTNERS

EDUCATION

ABOUT US

Get Permission / Find Title

Go

[Advanced Search Options](#)

Price and Order

[✕ Start new search](#)

ONLINE CLASSROOM

[> Live Help](#)[> Tutorial](#)

ISSN: 1546-2625
Publication type: e-Journal
Publisher: Magna Publications
Rightsholder: MAGNA PUBLICATIONS INC.

Per Copy Fee: \$ 2.00**Permission type selected:** Deliver via Interlibrary Loan (ILL) or document delivery**Type of use selected:** Report Interlibrary Loan (ILL) borrowing[✕ Select different permission](#)**Total Price: \$ 0.00***** Required**[Update Price >](#)

Publication year of title being used: *
Total number of pages: * [More...](#)
Number of copies: *

5.) Add publication year,
number of pages
number of copies

Additional details: (Optional)

Article/Chapter:
Your reference:

Hint: Add Aleph Request
number

Copyright Clearance Center

- Minitex discount fee on the processing charge



Copyright Workflow

- After paying at the CCC website
- Display the request in Aleph
 - “Approval number” field enter Year
 - “Payment Status” update to Paid

Copyright Management

Copyright Information

Title: Journal of adolescent health.
 ISSN/ISBN: 1054-139X
 Year: 2006
 Copyright Status: 20-Above max of free copies

Current Copyright Summary

Filled Requests: 1 - Req. No:66773
 Outstanding Requests: 0

Update Copyright Status

Change Copyright Status to: 20-Above max of free copies [Recalculate]

Note: []

Copyright Payment

Approval Number: 2008
 Payment Status: Paid

OK
 Cancel
 Help

“Approval number” goes here (YYYY).

Choose **Paid**.

Copyright Payment Report (ill-61)

Copyright Payment Report (ill-61) - GAC40

* Report Name:

Update Database: Yes No

Retrieve by Approval Number: Yes No

Approval Number: *Enter Approval number*

Change Copyright Payment Status to:

Report Format:

Runtime:

At: O'clock:

Library:

Print ID:

Report Language:

Submit
View History
Cancel
Help
 Add to History
 Print To ADM Lib

Copyright- Archiving

- Archiving schedule
 - align your archiving schedule with your copyright payment schedule if necessary

ILL Serials Collection Development Report

Titles that MSU patrons requested a total of at least twenty times during calendar 2007, 2008, 2009 and 2010

ISSN	Title	Number of Requests	Different Patrons	LC Call Number	Copyright Royalties
1091-1359	Journal of human behavior in the social environment.	69	28	HM251	\$927.34
0962-1067	Journal of clinical nursing.	52	30	RT41	
0007-0610	British dental journal.	45	21	RK1	\$981.00
0309-2402	Journal of advanced nursing.	44	26	RT1	\$226.50
0303-6979	Journal of clinical periodontology.	39	17	RK361.A1	\$1,008.50
0090-3493	Critical care medicine.	33	15	RC86	\$181.00
0885-7482	Journal of family violence.	32	16	HQ809	
1056-4993	Child and adolescent psychiatric clinics of North America.	29	18	RJ499.A1	\$443.00
0959-8146	BMJ. British medical journal.	28	20	R31	\$36.50
1092-6771	Journal of aggression, maltreatment & trauma.	28	16	RC569.5.V55	\$700.90
1521-0251	Journal of college student retention : research, theory & practice.	28	19	LC148.15	\$56.00
0163-9625	Deviant behavior.	26	15	HM1	\$517.46
0360-1277	Educational gerontology.	26	18	LC5201	
0897-5353	Journal of family psychotherapy.	26	16	RC488.5	\$384.12
1537-7903	Journal of applied school psychology.	25	13	LC3950	\$77.84
1533-2985	Social work in mental health.	24	16	HV689	\$208.02
1439-6319	European journal of applied physiology.	23	16	QP1	\$35.50
0965-2140	Addiction.	22	14	HV5800	\$46.50
0894-6566	Journal of elder abuse + neglect.	22	10	HV6626.3	\$208.02
1089-4160	Journal of lesbian studies.	22	15	HQ75	\$209.52
0886-571X	Residential treatment for children & youth.	22	3	HV59	
1053-8712	Journal of child sexual abuse.	21	11	HV6570	
1070-5422	Journal of community practice.	21	12	HN1	
0744-6314	Nursing management.	21	13	RT89	\$71.50
1554-0138	PsycCritiques.	21	11	BF1	\$52.00
1542-6432	Journal of religion & spirituality in social work.	20	13	HN30	\$387.52
0025-7079	Medical care.	20	14	RA1; R31	

Questions/Sharing





Thanks for coming!