Submitting a Clearance Request (Periodical Article or Excerpt)

Follow the steps below to submit a clearance request for the use of an article or excerpt from a periodical (journal, newspaper, magazine, etc.):

1. From the home page, click on New Clearance Request.

New Clearance Request

2. Provide basic Details about your request.

Copyright Management

Clearance Request: Details

- Give your request a title. This can be anything you desire: Reading #1, Introductory Unit, or Week #5.
- Select your preferred email address from the drop-down menu: fansharec.ca or fanshawonline.ca.
- Select Periodical from the drop-down menu. Book and Website are also available.

Click Next to proceed to the next step.

3. Provide Reference information about your request.

Copyright Management

Clearance Request: Reference

- Enter the periodical's total number of pages.
- Enter the total number of pages you would like to use.
- Enter the page numbers of the pages you would like to use (this can be entered as 1-10 or as 1,3,4,7,8,10).
- Enter the periodical's ISSN (this is an 8 digit number).

Click Next to proceed to the next step.
4. Select the Course(s) that your request will be used for.

5. Upload your digital copy of the Periodical Article or Excerpt.
6. Review the summary of your request.

You can review the status of your request by accessing the pending, approved, and denied tiles from the Copyright Management System’s home page.

If your request is approved because assessment has determined that it adheres to the Fair Dealing Guidelines or because permission from a publisher was obtained, you will receive an email confirming the approval of your request. This email will contain a link to the digital file that you uploaded when you submitted your request. This link can be embedded in your FOL course site so that your students can access it. Links will be disabled 30 days after the final marks for your course are released to your students. You can review the links that will be disabled within 30 days by clicking on the expiring tile on the Copyright Management System’s home page. Before links expire, you can select and resubmit requests for repetitive and future use by accessing the approved, expiring, and denied tiles as well as View History from the Copyright Management System’s home page.

If your request does not adhere to the Fair Dealing Guidelines, we will seek permission from a publisher on your behalf. You will receive an email if permission was denied. This email will include suggestions for alternative materials and an invitation to consult with the Copyright Services Officer.

If you have any questions or need assistance, please contact the Copyright Services Office:

Meaghan Shannon, Copyright Services Officer
519.452.4430 x4346
m_shannon2@fanshawec.ca