

Submitting a Clearance Request (Book Excerpt)

Follow the steps below to submit a clearance request for the use of an excerpt from a book:

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

+ New Clearance Request

2. Provide basic Details about your request.

Copyright Management
FANSHAWE

Clearance Request: Details

details > reference > courses > excerpts > review

Clearance Request Title:

Email Address:

Source Type:

Annotations:

- Give your request a title. This can be anything you decide: Reading #1, Introductory Unit, or Week #5.
- Select your preferred email address from the drop-down menu: @fanshawec.ca or @fanshaweonline.ca
- Select **Book** from the drop-down menu. Periodical and Website are also available.
- You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.

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Click **Next** to proceed to the next step.

3. Provide Reference information about your request.

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Clearance Request: Reference

details > **reference** > courses > excerpts > review

Book Title:

Author(s):

Publisher:

ISBN:

Total Pages in Book:

Total Pages Copied:

Page Numbers Used:

Annotations:

- Enter the book's total number of pages.
- Enter the total number of pages that 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 title of the book, its author(s) or editor(s), the publisher, and the ISBN (this is a 13 digit number).
- You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.

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Click **Next** to proceed to the next step.

4. Select the Course(s) that your request will be used for.



Copyright Management

Clearance Request: Select Courses

details > reference > **courses** > excerpts > review

Select the course(s) for which you'd like to use the book excerpt. Courses will pre-populate based on those you're registered to teach.

You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.



Course Excerpts Will Be Used In:

	Course Name	Title	Term	Start Date	End Date	Number Of Students
<input type="checkbox"/>	ACCT-1004-01	Principles of Accounting 1	13S - 2013 Summer	5/6/2013	8/21/2013	3
<input type="checkbox"/>	ACCT-1004-05	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	6
<input type="checkbox"/>	ACCT-1004-06	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	1
<input type="checkbox"/>	ACCT-1004-07	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	9
<input type="checkbox"/>	ACCT-1004-08	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	7
<input type="checkbox"/>	ACCT-1010-01	Applied Comp Applica for Acctg	13SCE - 2013 Summer Continuing Ed	7/1/2013	8/25/2013	2
<input type="checkbox"/>	ACCT-1011-20	Principles of Accounting II	13F - 2013 Fall Post Secondary	9/7/2013	12/19/2013	1
<input type="checkbox"/>	ACCT-1015-01	Management Accounting	13F - 2013 Fall Post Secondary	9/7/2013	12/19/2013	0
<input type="checkbox"/>	ACCT-3037-03	Accounting 2-INTER	13F - 2013 Fall Post Secondary	9/7/2013	12/19/2013	0
<input type="checkbox"/>	ACCT-3037-04	Accounting 2-INTER	13F - 2013 Fall Post Secondary	9/7/2013	12/19/2013	0

You can also search for your course(s) by course name, title, term, etc.

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Click **Next** to proceed to the next step.

5. Upload your digital copy of the Book Excerpt.



Copyright Management

Clearance Request: Excerpts

details > reference > courses > **excerpts** > review



Add Excerpt

File: Reading 1.pdf

File

No data to display

Click **Choose File** and select the digital copy of the book excerpt from your computer.

Click **Add** to upload the digital copy of the book excerpt to the system. Added files will appear in the **File** box.

Click **Next** to proceed to the next step.

You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.

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6. Review the summary of your request.



Copyright Management

Clearance Request: Review

details > reference > courses > excerpts > review



Details

- Clearance Request Title: reading 1
- Email: m_shannon2@fanshawec.ca
- Reference Type: Book

Courses

- HUMA-1021-02

Excerpts

- Reading 1.pdf

Reference

- Book Title: Emerging Biological Threats
- Author(s): Joan R Callahan
- Publisher: Greenwood Press
- ISBN: 9780313372094
- Total Pages In Book: 327
- Total Pages Copied: 9

You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.

Review the summary of your request and click **Submit** to submit your request to the system or click **Previous** to go back and edit. You will receive an email confirming the successful submission of your request.

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Submit

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