



Providing a Works List to Access Copyright Guidelines for Publishers

For applicants

If your publishing company is applying for affiliation, please provide us with a list of your published works in addition to the ISSN or ISBN prefix information requested on your application form. Please refer to “Preparing a spreadsheet to upload” on the reverse side of this sheet. Your list must include only items that have already been published in print form. Forthcoming publications may only be added to your list of publications after they have been published.

In addition to the list of works, please provide us with ONE of the following:

For book publishers

A photocopy of the copyright page from one of your books.

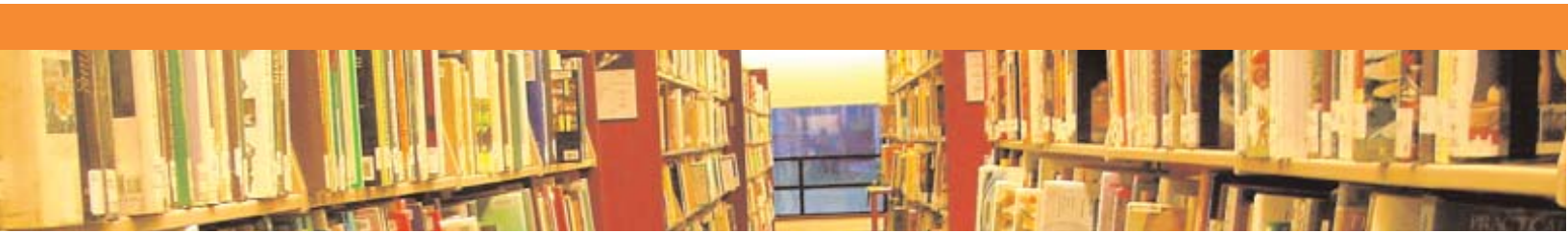
For magazine, newspaper or scholarly journal publishers

One sample issue of your publication. This will be a one-time request. Please do not add Access Copyright to any media mailing lists. If you publish more than one publication, you only need to provide us with one sample issue of one publication.

For existing affiliates

If your company is already an affiliate of Access Copyright and you would like to update your works list, please provide us with the bibliographic information for each new work or new edition of an existing work. Please refer to “Preparing a spreadsheet to upload into our Rights Management System (RMS)” on page two of this sheet. Your list must include only items that have already been published. Forthcoming publications can only be added to your list of publications after they have been published.

Existing affiliates are not required to provide photocopies or sample issues in order to update their list of works.



Preparing a spreadsheet for upload into our Rights Management System (RMS)

Please ensure that it is in Microsoft Excel format, or a spreadsheet format readable by Microsoft Excel on a Windows PC. You may send the works list by email to Affiliate Services or on a CD to affiliates@accesscopyright.ca. The spreadsheet should contain the following columns:

For books:

- Title
- Name(s) of author(s) or editor(s)
- ISBN (if available. Access Copyright can accept both ISBN-10 and ISBN-13.)
- Name of imprint (if different from the name of your company)
- Year of publication
- Number of pages
- Is this edition out of print? (yes/no)

For magazines, newspapers, scholarly journals or similar publications:

- Title
- ISSN (if available)
- Frequency of publication (weekly, monthly, bimonthly, etc.)
- Is this publication still active? (yes/no)
- If this publication is defunct, what was its last year of operation?

FAQs About Providing a Works List to Access Copyright

How often should I update my list of works?

There are no specific deadlines for updating your list of works. However, we recommend that affiliates update their list at least once or twice a year to ensure that the information we have is up-to-date.

Our company has a royalty split with our authors that is different from the default split in the affiliation agreement. Can Access Copyright accommodate that split?

No. Reproduction royalties will be distributed by Access Copyright in accordance with collectively agreed upon splits approved by the Access Copyright Board of Directors, and not in accordance with different splits in individual publisher-author contracts.

For information, please visit <http://www.accesscopyright.ca/publishers/how-we-split-royalties-between-publishers-and-creators/>.

We are an existing affiliate and would like to add our own works directly into the RMS ourselves, however the primary contact we designated for Access Copyright is no longer with the company. What should we do?

Please contact Affiliate Services to notify them of the change in your staffing. We will create a new username and password for the person or people you designate as your primary contact for Access Copyright so that they can access the company's RMS record.