



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 samples of your published works in addition to the ISSN or ISBN prefix information requested on your application form. If you wish to provide a full list, and your list is more than twenty works long, please refer to “Preparing a spreadsheet to upload” on the reverse side of this sheet for more information on providing Access Copyright with a spreadsheet of your works that we can upload into our Rights Management System (RMS). 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

Please provide us with a photocopy of the copyright page from one of your books.

For magazine, newspaper or scholarly journal publishers

Please provide us with one sample issue of your publication. This will be a one-time request. Please do not add Access Copyright to any media mailing lists. Even if you publish more than one publication, you only need to provide us with only 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. If your list is more than twenty works long, please refer to “Preparing a spreadsheet to upload” on the reverse side of this sheet for more information on providing Access Copyright with a spreadsheet of your works that we can upload into our RMS. 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

If you wish to provide Access Copyright with a spreadsheet of your works that we can upload into our 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 or floppy disk. Please contact us by email at affiliates@accesscopyright.ca or by phone at 416-868-1620 (toll-free 1-800-893-5777) before emailing your spreadsheet. This will enable us to ensure that it is not deleted as an unsolicited email attachment. 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)
- Genre of publication (for example, is it a textbook?)

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?

Yes. Please inform us of the particulars of the split and which works it should be applied to when you send in your works list.

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.