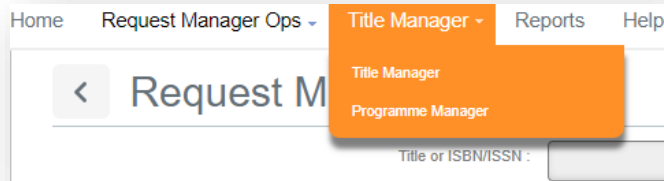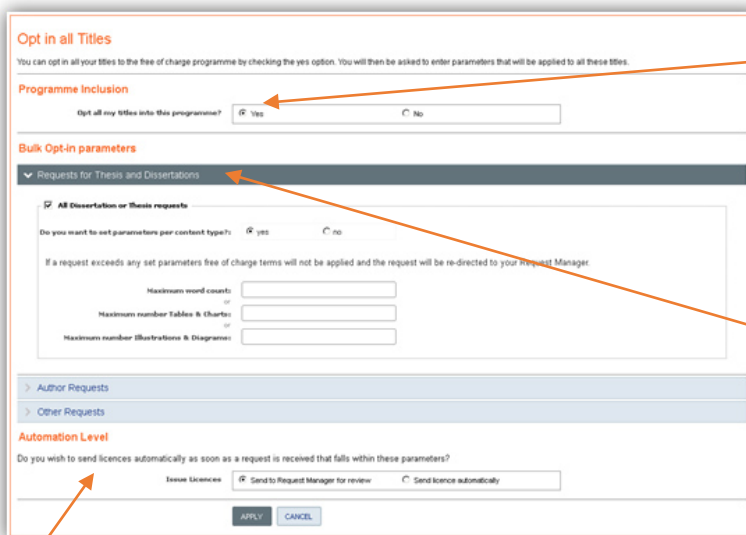# Including & Excluding All Titles in the Free of Charge Programme

Opting-in All Titles

You can opt all or some of your titles into the Free of Charge (FoC) programme from the '**Title Manager > Programme Settings**' page.

Click on the Programme Name that you wish to edit (e.g. Free of Charge).

To opt all your titles into the FoC Programme, select **'Yes'** to the **'Opt all my titles into this programme?'** question at the top of the page.

A set of dropdown menus will appear, allowing you to set specific parameters for situations (e.g., author re-use and thesis / dissertation requests).
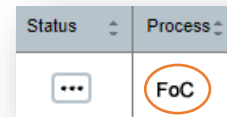
Do you want to automate?

You will also have the option to issue licences automatically or to send requests to your Request Manager for review.

Remember!

If you choose to automate your FoC licensing, all requests that fall within the parameters set, will be licenced as soon as the request is submitted.

If you choose to manually review your requests, an FoC icon will appear beside requests that fall within the set parameters, and you will need to review and respond to the request.
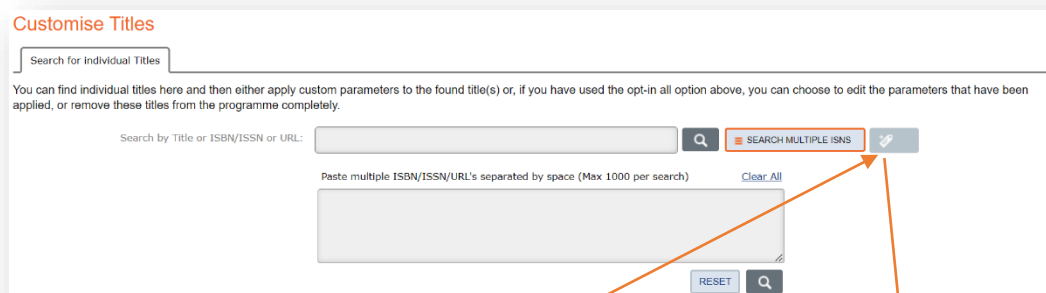
Excluding All Titles

If you don't want to opt **any** of your titles into the FoC programme, do not complete this section.

Including & Excluding an Individual or Groups of Titles into the Free of Charge Programme
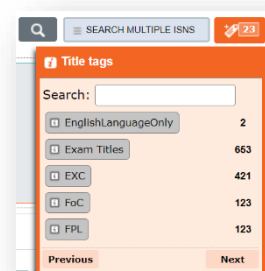
Opting-in Individual or Groups of Titles

If there is an individual or a group of titles you want to opt into the FoC programme, you can do this in '**Customise Titles**' at the bottom of '**Programme Settings – Free of Charge**' page.
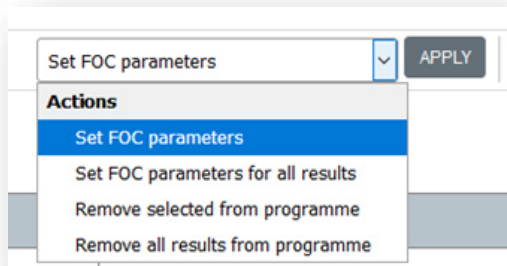
First, search for the title/s you would like to include in the programme. To search for a group of titles, click '**Search Multiple ISNS**' and paste the identifiers into the box.
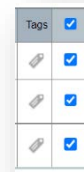
-or-

You can select a tag that you've previously set up. This will return all titles with this tag.
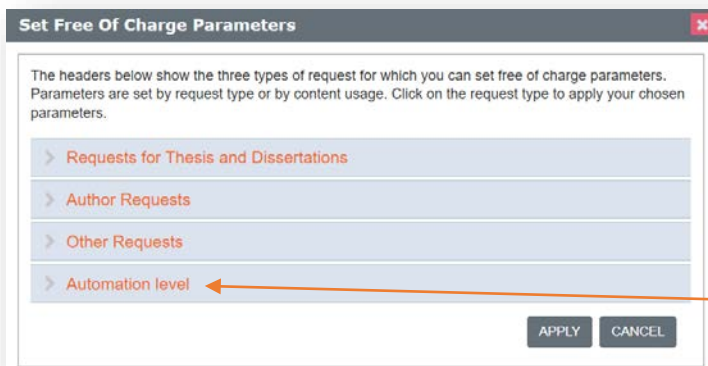
PLS Clear

When your search result/s are returned, select either **'Set FOC parameters'** (for selected titles – see below point), or **'Set FOC parameters for all results'** from the dropdown menu and hit **'Apply'**.

If you wish to opt in a group of titles from your search results, make sure you select these using the tick box.

You will then need to set specific parameters for this title/s, including author re-use and requests for use in thesis and dissertations.
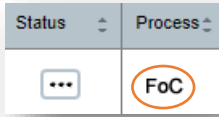
The FoC Licensing settings applied with the bulk opt in are not automatically applied so you will need to set these for the title/s you opt in.

Do you want to automate?
You can also to choose your preferred automation level.
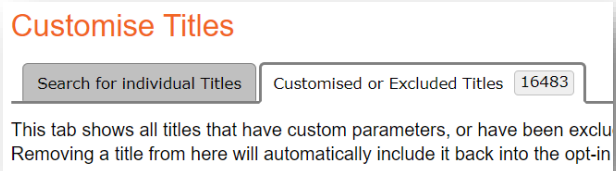
Remember!

If you automate, all titles requests that fall within the FoC parameters will be granted a licence as soon as it is submitted through PLSclear.

If you choose to manually review your requests, an **FOC** icon will appear beside requests that fall within these parameters, and you will need to review and respond to the request.

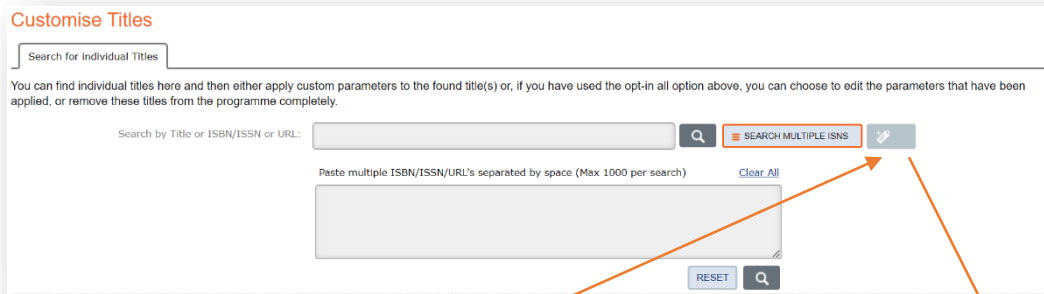The title/s will now appear in the '**Customised or Excluded Titles**' list.

The title will also have an **'FoC'** tag added automatically.

Customise Titles

Search for individual Titles | Customised or Excluded Titles 16483

This tab shows all titles that have custom parameters, or have been exclu
Removing a title from here will automatically include it back into the opt-in
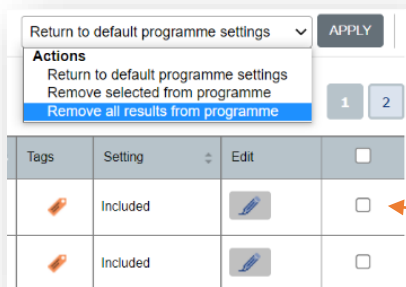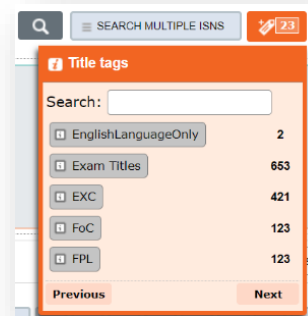
Excluding Individual or Groups of Titles

If there is an individual, or a group of titles you no longer want included in the FoC programme, you can remove it using '**Customise Titles**' at the bottom of '**Programme Settings – Free of Charge**' page.

Search for the title/s you would like to exclude from the programme. To exclude groups of titles from the programme, click '**Search Multiple ISNS**' and paste multiple ISBNS into the box.

-or-

You can select a tag that you've previously set up. This will return all titles with this tag.

When your search results are returned, select '**Remove all results from programme**' or '**Remove Selected from the programme**' and hit '**Apply**'.

If you wish to exclude certain titles from your results, make sure you select these.

The title/s will now appear in the '**Customised or Excluded Titles**' list.