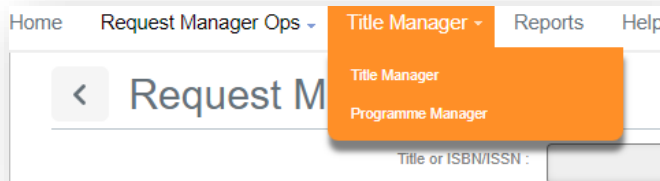


Including and Excluding titles in the STM Programme




Opting in all titles


The STM programme enables PLSclear to automatically generate quotations and licences for charged for permission requests that fall within the STM guidelines.



You can opt all or some of your titles into the STM programme from the **'Title Manager > Programme Manager'** page.

Select the relevant Programme Name (e.g. Fee Payable Licensing).

Programme Name	Status
Fee Payable Licensing 	✓
Free Of Charge 	✓
STM Permissions Guidelines Signatory 	✓

 The STM programme allows you to quickly process requests which are eligible for free of charge licensing under the current STM Permissions Guidelines. (Note - only available to publishers listed as a signatory)

To opt all your titles into the STM Programme, select **'yes'** from the **'Opt all my titles into this programme?'** option at the top of the page.

Programme Inclusion

Opt all my titles into this programme? Yes No

A list of the agreed parameters for signatories will be displayed for you to review. **These parameters cannot be amended or changed.**

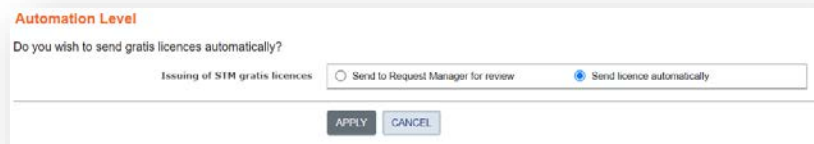
Bulk Opt-in parameters

By opting titles into the STM Programme, you are authorising the following re-use parameters for signatories to the STM Permissions guidelines in accordance with [the terms](#).

For Journals	
Figures / Tables	Less than or equal to 3
Text	Less than 400 words
For Books	
Figures / Tables	Less than or equal to 5
Text	Less than 800 words

Do you want to automate?

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



The image shows a dialog box titled "Automation Level". The main question is "Do you wish to send gratis licences automatically?". Below this, there is a sub-section "Issuing of STM gratis licences" with two radio button options: "Send to Request Manager for review" (which is currently unselected) and "Send licence automatically" (which is selected). At the bottom of the dialog are two buttons: "APPLY" and "CANCEL".

If you choose to automate your STM licensing, all requests that fall within the set parameters will be granted a licence as soon as the request is submitted through PLSclear.

If you choose to manually review your requests, an STM process icon will appear beside requests that fall within the set parameters.

Remember!

No matter what automation option you choose, requests that fall outside of the gratis guidelines will **not** be issued an automated response.

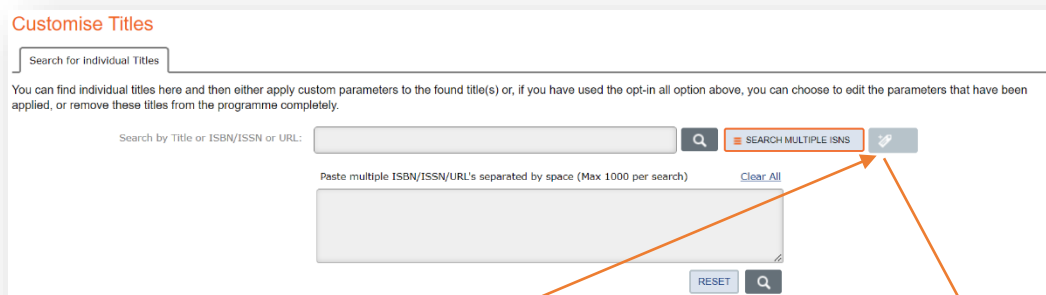
Instead, they will have an STM flag beside them in your Request Manager and may have a partial quote calculated based on your Fee Payable Licensing (FPL) settings.

Including & Excluding an Individual or Groups of Titles into the STM Programme

Opting-in Individual or Groups of Titles

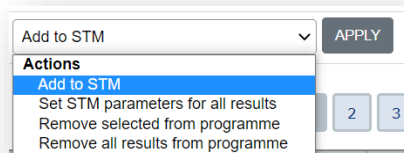
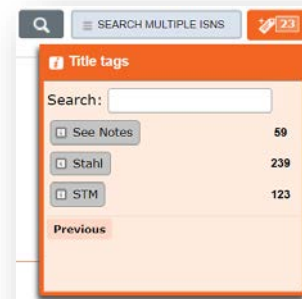
If there is an individual or a group of titles that you want to opt into the STM programme, you can do this in 'Customise Titles' at the bottom of 'Programme Settings - STM Permissions Guidelines Signatory' page.

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.



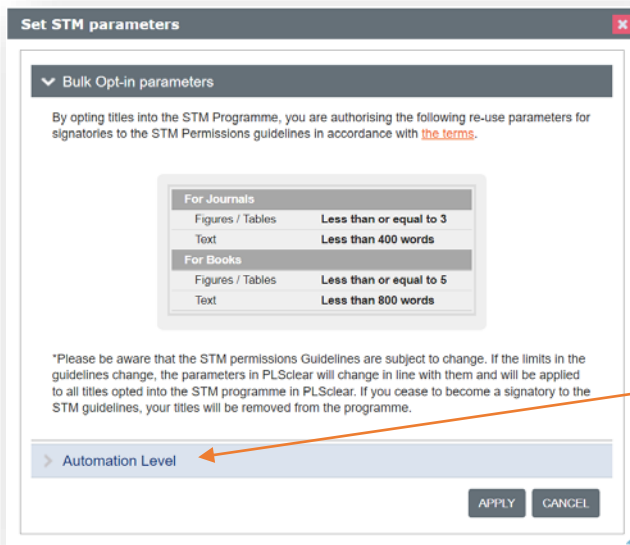
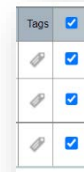
-or-

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



When your search result/s are returned, select either 'Add to STM' for selected titles or 'Set STM 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.

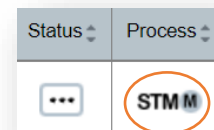


A list of the agreed parameters for signatories will be displayed for you to review. **These parameters cannot be amended or changed.**

You can also choose your preferred automation level.

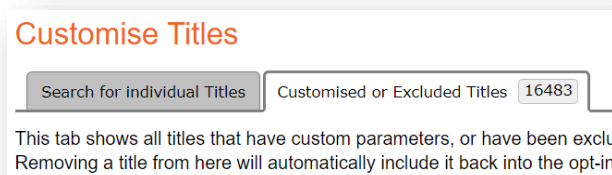
If you automate, all titles requests that fall within the STM parameters will be granted a licence as soon as it is submitted through PLSclear.

If you choose to manually review your requests, an STM 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.

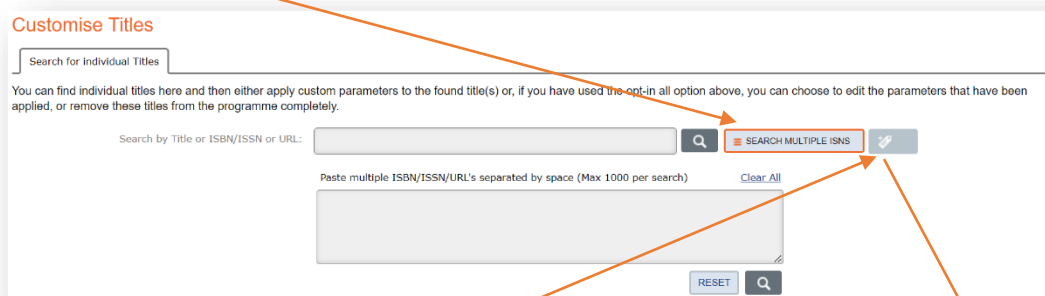
The title will also have an 'STM' tag added automatically. The tag will be removed if you remove the title from the licensing programme.



Excluding an Individual or Groups of Titles from the STM Permissions Guidelines Programme

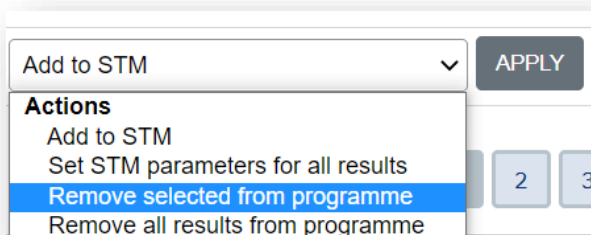
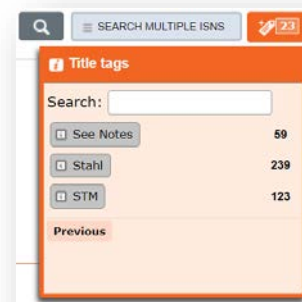
If there is a title/s that you do not want to license using the STM Permissions Guidelines programme, you can exclude them using the **'Customise Titles'** area at the bottom of the **'Programme Settings - STM Permissions Guidelines Signatory'** page.

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.



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

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

