

### 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.

Home	F	Request Manager Ops -	Title Manager -	Reports	Help
	<	Request M	Title Manager Programme Manager		
			Title or ISBN/IS	SSN :	-

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).

Fee Payable Licensing 👔	
	~
Free Of Charge 👔	~
STM Permissions Guidelines Signatory 77 characteristics on the current STM Permissions Guidelines Note - only available to	✓

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.

Opt all my titles into this p	ogramme? 🜔 Yes	○ No	
l my titles into this p	ogramme? 🜔 Yes	O No	

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

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.

Issuing of	STM gratis licences	O Send to Request Manager for review	Send licence automatically	
	1	APPLY 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.





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 yo	u
select these using the tick box.	

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<ul> <li>Bulk Öpt-in par</li> </ul>	rameters			
By opting titles into signatories to the S	the STM Programme, yo TM Permissions guidelin	u are authorising the following es in accordance with <u>the tern</u>	re-use parameters for <u>ns</u> .	
	For Journals		1	
	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		
*Please be aware t guidelines change, to all titles opted ini STM guidelines, yo Automation Le	hat the STM permissions the parameters in PLSci to the STM programme in ur titles will be removed to vel	Guidelines are subject to cha ear will change in line with the PLSclear. If you cease to bec rom the programme.	nge. If the limits in the m and will be applied come a signatory to the	
			APPLY CANCEL	

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 to 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.

Process
STMM

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.

### 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 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.

Search for individual Titles		
You can find individual titles here and then either apply applied, or remove these titles from the programme or	v custom parameters to the found title(s) or, if you have used the opt-in all option ab mpletely.	ove, you can choose to edit the parameters that have been
Search by Title or ISBN/ISSN or UR	۱: ۹	E SEARCH MULTIPLE ISNS
	Paste multiple ISBN/ISSN/URL's separated by space (Max 1000 per search)	<u>Clear All</u>
	RES	
-or-		
You can select a tag that you've all titles with this tag.	previously set up. This will return	Title tags       Search:       See Notes       See Notes       Stahl       239       STM
		Previous
Add to STM	✓ APPLY	
Actions	When your se	arch results are returned, sele
Add to STM	'Remove all re	esults from programme' or
Set STM parameters for all results		et ad from ano enominal from the
Remove selected from programme	Kemove sele	cted from programme <sup>®</sup> from th

'Remove selected from programme' from the dropdown menu and hit 'Apply'.

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

Remove all results from programme

Customise Titles		- 1				
Search for individual Titles	Customised or Excluded Tit	les 7840				
This tab shows all titles that have been excluded from this programme if Removing a title from here will automatically include it back into the prog						
Se	arch by Title or ISBN/ISSN:					