

# Including and Excluding Titles in the Fee Payable Licensing Programme

## Opting in all titles into Fee Payable Licensing

The Fee Payable Licensing (FPL) programme enables PLSclear to automatically generate quotations and licences for charged for permission requests.



You can opt all your titles into the FPL programme from the '**Title Manager > Programme Manager**' page.

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

Payable Licensing	to automate quotations and fee payable licences for requests	×
e Of Charge 👔		x

Opt-in all titles		
• Yes	O No	Select ' <b>Yes</b> ' to the ' <b>Opt-in</b>
Bulk opt-in parameters		 all titles' option and then
You have not set any parameters yet	t.	 click 'Set Bulk Parameters'.
SET BULK PARAMETERS		



## 1. Setting Rights Granted

First, set up the rights you are willing **to grant** to requestors. Select the formats you would like to license through the programme as well as settings for: maximum circulation, territory, language, and licence length.

As all licences generated through PLSclear use standard Terms and Conditions.

'Additional Terms' is optional, but it gives you the opportunity to add specific terms to licences for your titles.

Il digital formats     All audio formats	
🚼 🗋 All audio formats	
🚺 🗀 All multimedia formats	
🔁 🗆 All other formats	
rou want to set circulation restrictions by Ores I No	
Maximum total circulation:     unlimited circulation	
Do you want to set content limitations? O Yes O No	
Territory: UK & Commonwealth	
I usa	
Languager English ~	
duration to lifebour of licensee's edition?   yes  No	
Additional Terms:	1500



### Tip!

If you're automating your licensing, you can set content limitations. This allows you to add in a maximum word and page count as well as the number of tables and images that can be licensed automatically.

#### 2. Setting your pricing

Enter the fees you would like to charge into the grids shown. You do not have to fill in all three grids, but you must enter values in at least one of the three pricing tables.

You can set one price for all requests, regardless of sector, or choose to set different prices per sector, purpose of use, and circulation.

Price by Sector
Price by Purpose of Use
Price by Circulation





Select 'Review' to send all requests meeting the requirements to your Request Manager.

If you selected 'Photocopying' or 'Scanning' when setting up your 'Rights Granted', the 'Price Per Copy' grid will also appear.

Price Per Copy	
Set prices for photocopying and scapping for coursen	acks
ber prices for pricesopying and coarring for coarcop	0000.
ees for photocopy and scanning are calculated as fo	llows: Price per Page x Num
Lisaaa Tuma	Price Por Po 7 Poujour
osage type	FILO FOI FA J ROVIN
Photocopying/Scanning (Educational)	
Photocopying/Scanning (Commercial)	

#### 3. Do you want to automate?

At the end of the settings, you will be given the option to send licences automatically or to send requests to your Request Manager for review.

Remember! If you choose to 'Send Quote	Quote Issuing		-
Automatically' all requests that fall within your parameters will be issued a quotation as soon as the request is put through the system.	Send to Request Manager for review  SAVE CLOSE	O Send quote automatically	



If you choose 'Send to Request Manager for Review', an FPL icon will appear beside requests that fall within these parameters, and you will have to review and respond to the request.





# Opting in individual or groups of titles into Fee Payable Licensing

If you want to set different pricing or rights granted options for individual or groups of titles, you can do so in the '**Customise Titles**' area of the **Fee Payable Licensing Programme**.

First, search for the title/s you would like to include. To search for a group of titles, click '**Search Multiple ISNS**' and paste the identifiers into the box.



You can then set your rights granted, pricing and automation level as detailed in points 1, 2 and 3 previously.



# Excluding all or individual titles into Fee Payable Licensing

If there are titles you don't want included in the Fee Payable Licensing programme, you can exclude these using '**Customise Titles**' at the bottom of the '**Fee Payable Licensing**' page.

First, search for the title/s you would like to include. To search for a group of titles, click '**Search Multiple ISNS**' and paste the identifiers into the box.

Search for Individual Titles			
Use this tab if you would like to apply custom rights or pricing paramel You can also use this tab to exclude individual or groups of titles from	ters to individual or groups of titles. bulk settings if you have opted all of your titles inte	o the programme above.	
Search by Title or ISBN/ISSN or URL:			sns 🅢
or- ou can select a tag that you've previously Il titles with this tag.	set up. This will return	Image: Search wultiple   Image: Search:   <	ISNS 23 2 653 421 123 123 Next
FPL parameters V APPLY	When your searc	ch results are returne	d. select
tions	'Remove selecte	d from the program	me' or

These title/s will appear in the 'Customised or Excluded Titles' list.

Remove all results from programme

Customise Titles		
Search for Individual Titles	Customised or Excluded Tit	tles 167
This tab shows all titles that ha Removing a title from this list w	we been excluded from this will automatically include it in	; programme or n your bulk opt-i
Sea	arch by Title or ISBN/ISSN:	