MMO_20230420

Appendix A

Summary Information for the Total Number of Cuttings Per ISSN/URL

It is essential that all fields are completed as this will prevent any queries being sent to you from CLA:

PLS ID	Valid ISSN	Title/ URL if Website	Publisher	Quantity of Cutt	Quantity of Cuttings for the Quarter						
				Paper	Digital	Website					
Internal ID: consists of 6-8 digits	International Standard Serial Number: consists of 8 digits	Publication title OR full URL of webpage	Name of publisher or imprint	No. of photocopied excerpts	No. of scanned exerpts from print publication	Snippet links No. of URL links	PDF of digitally extracted content No. of PDFs from free-to-view website				
	T										
	The PLS ID and	d ISSN can									
	be found or	n the CLA									
	repertoir	re list.									

The Copyright Licensing Agency Ltd

Tel 020 7400 3100 Email cla@cla.co.uk www.cla.co.uk CLA Scotland Tel 020 4512 0100 Email licence@cla.co.uk

Appendix B Breakdown for total number of cuttings by ISSN/URL by customer

Customer Code MMO client code	Customer Name MMO client name	PLS ID Internal ID - consists of 6-8 digits	Valid ISSN if print/ website International Standard Serial Number: consists of 8 digits	Title/ URL if website Publication title OR full URL of webpage	Publisher Name of publisher or imprint	Quantity	Clicks per			
						Paper	Digital	Website		Clip
						No. of photocopied excerpts	No. of scanned exerpts from print publication	Snippet links No. of URL links	PDF of digitally i extracted content No. of PDFs from free-to- view website	Number of clicks per clip - for scanning and PDF (if applicable) only
			T							
) and ISSN car						
			be foun	d on the CLA						
			repe	ertoire list.						

The Copyright Licensing Agency Ltd

Tel 020 7400 3100 Email cla@cla.co.uk www.cla.co.uk CLA Scotland Tel 020 4512 0100 Email licence@cla.co.uk

Appendix C Name and address of each customer *= mandatory fields) **= email, photocopy; email/ email attachment; web-based access; RSS feed; other)								The most important fields here are 'Contact name' and 'Email'					
Customer code*	Customer name*	Address 1*	Address 2*	Address	Address	Postcode	Delivery method**	Multiple recipient Y/N*	Contact name	Job title	Department	Tel	Email
	Th	iis can be a	iny internal						his can be c followi	ng:			
	nu	mber or ide ou use for y	entifier that						email, photocc email attachm based access othe	nent; web- ; RSS feed;			
							a sing con	e indicate v le user is re tent or the nultiple use	eceiving re are				

The Copyright Licensing Agency Ltd

Tel 020 7400 3100 Email cla@cla.co.uk www.cla.co.uk CLA Scotland Tel 020 4512 0100 Email licence@cla.co.uk

Registered in England Reg no. 1690026

FAQ's

How often should I send a report to CLA?

Please send your report quarterly, no later than the last day of the following month.

Should I complete Appendix A AND B?

There is no requirement for both to be completed and sent to CLA. Appendix B would be preferred.

Where should I send my CLA report?

Please send reports to mmo@cla.co.uk

What is the definition of a 'snippet link'?

This is a link to the article in question on the publisher's website. It should be accompanied by a headline and/or text summary of an extract from that item of no more than 256 characters.

Does ISSN cover web and print?

No, ISSN is only required for print content.

Should I provide the article specific URL in the report?

No, the landing page of the website in question is sufficient.

Where can I get a list of CLA repertoire?

The list is available on the CLA website at <u>www.cla.co.uk</u> We will also send you updated repertoire lists on a monthly basis.

The Copyright Licensing Agency Ltd

Tel 020 7400 3100 Email cla@cla.co.uk www.cla.co.uk CLA Scotland Tel 020 4512 0100 Email licence@cla.co.uk

Registered in England Reg no. 1690026