

# Making Permissions Requests using PLSclear

A step-by-step guide to making requests using the  
PLSclear.com Request Wizard

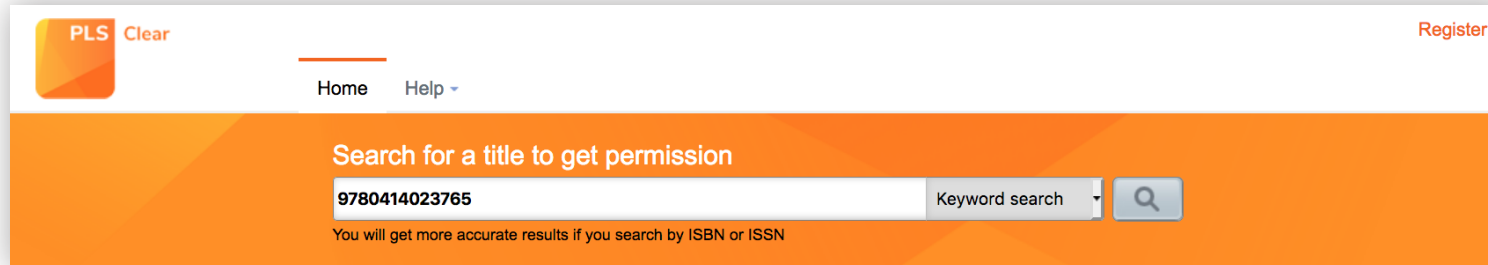
[Additional help can be found here](#)



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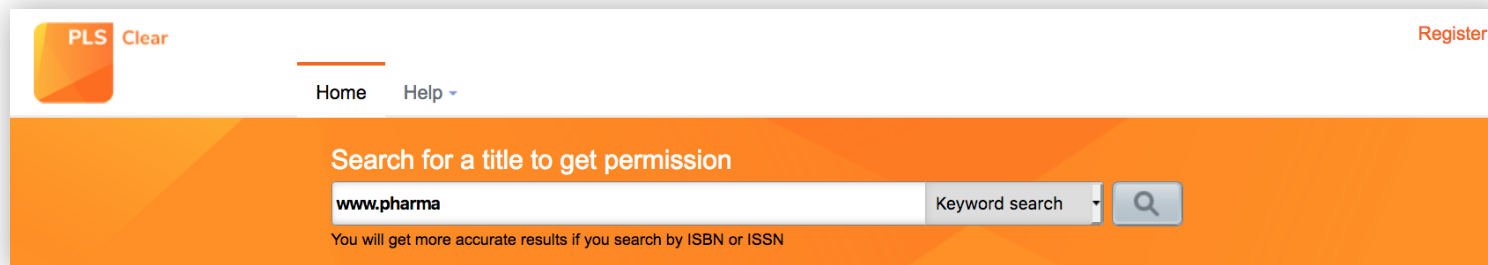
# Step 1: Searching for a Title

On the PLSclear.com homepage, enter the title, ISBN/ISSN or website address of the material you are seeking permission to reuse.



The screenshot shows the PLS Clear website header with a logo, navigation links for Home and Help, and a Register link. Below the header is a search bar with the text "Search for a title to get permission". The search input field contains the ISBN "9780414023765". To the right of the input field is a dropdown menu labeled "Keyword search" and a search button with a magnifying glass icon. Below the search bar, a note reads: "You will get more accurate results if you search by ISBN or ISSN".

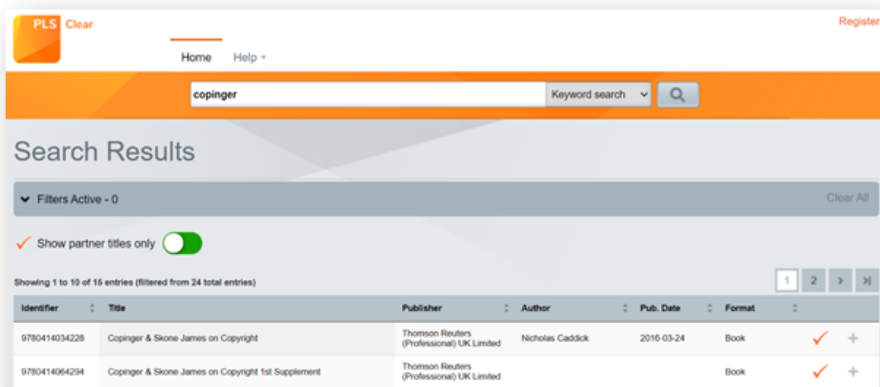
- We recommend searching by ISBN or ISSN as it is most accurate.
- If you are searching for a **journal article**, search for the title or ISSN of the journal not the article title or DOI. PLSclear does not currently hold article-level data or DOIs.
- If you are searching for a **poem**, search for the title or ISBN of the book that the poem is published in. We'll ask for the title of the poem later in the Request Wizard form.
- If you are searching for a **book chapter**, search for the title or ISBN of the book that the chapter is published in. We'll will ask you to provide chapter details later in the Request Wizard form.
- If you are looking to re-use content found on a website, search for the top-level domain, without any hyphens or spaces. See the screenshot below:



The screenshot shows the PLS Clear website header with a logo, navigation links for Home and Help, and a Register link. Below the header is a search bar with the text "Search for a title to get permission". The search input field contains the website address "www.pharma". To the right of the input field is a dropdown menu labeled "Keyword search" and a search button with a magnifying glass icon. Below the search bar, a note reads: "You will get more accurate results if you search by ISBN or ISSN".

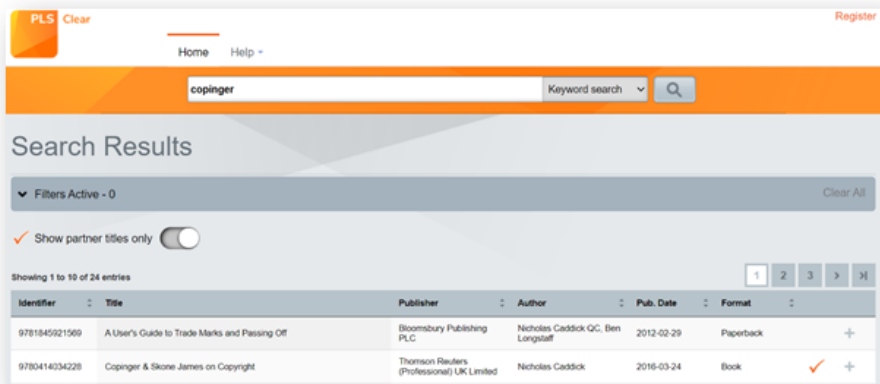
## Step 2: Select the title you want to reuse

Select the title that you wish to seek permission from in the search results by clicking on the title of the book. Your results will be automatically filtered so that titles by PLSclear participating publishers will be returned first. This is indicated by the toggle at the top of the search results being 'on' (green).



Titles opted into PLSclear by participating publishers are also highlighted with an orange tick mark. ✓

If your initial search returns no results, or not the result you wanted, you can turn the toggle 'off' (grey) which will show all titles in our database related to your search, including those that are not currently opted into PLSclear (with no orange tick mark).



You can still make a request for these titles, however as they are not currently linked to a PLSclear participating publisher, it may take longer to process your request.

The search results page also allows you to filter by: publisher, date, author and or format. Making it easier for you to find and select titles.

The screenshot shows a search results interface with the following filter data:

Filter Category	Filter Value	Count	
Publisher	Bloomsbury Publishing PLC	1	
	Gale Ecco, Print Editions	1	
	Gale, Making of Modern Law	1	
	Holt McDougal	1	
	Independently Published	2	
	Sweet & Maxwell	1	
	Sweet & Maxwell Ltd	3	
	Thomson Reuters (Professional) UK Limited	15	
	No data	5	
	1970-01-01	1	
Pub. Date	1971-10-14	1	
	1994-12-31	1	
	1998-12-17	1	
	2002-01-24	2	
	2004-12-21	1	
	2006-11-20	1	
	No data	6	
	Caddick, Nicholas	1	
	Copinger Family	2	
	Copinger, James Skone	1	
Author	Edward Copinger	1	
	Garnett, Kevin	1	
	Gillian Davies, Gwily...	1	
	Kevin Garnett, Gillan...	1	
	Book	15	
	Hardback	4	
	Other	1	
	Paperback	5	
	Clear All		

Select the title that you wish to seek permission from in the search results by clicking the green plus sign.

The screenshot shows a table with one entry and an icon key:

Identifier	Title	Publisher	Author	Pub. Date	Format	Icon
9780521898546	Entertainment Industrialised The Emergence of the International Film Industry, 1890-1940	Cambridge University Press	Gerben Bakker	2008-10-16	Book	✓ +

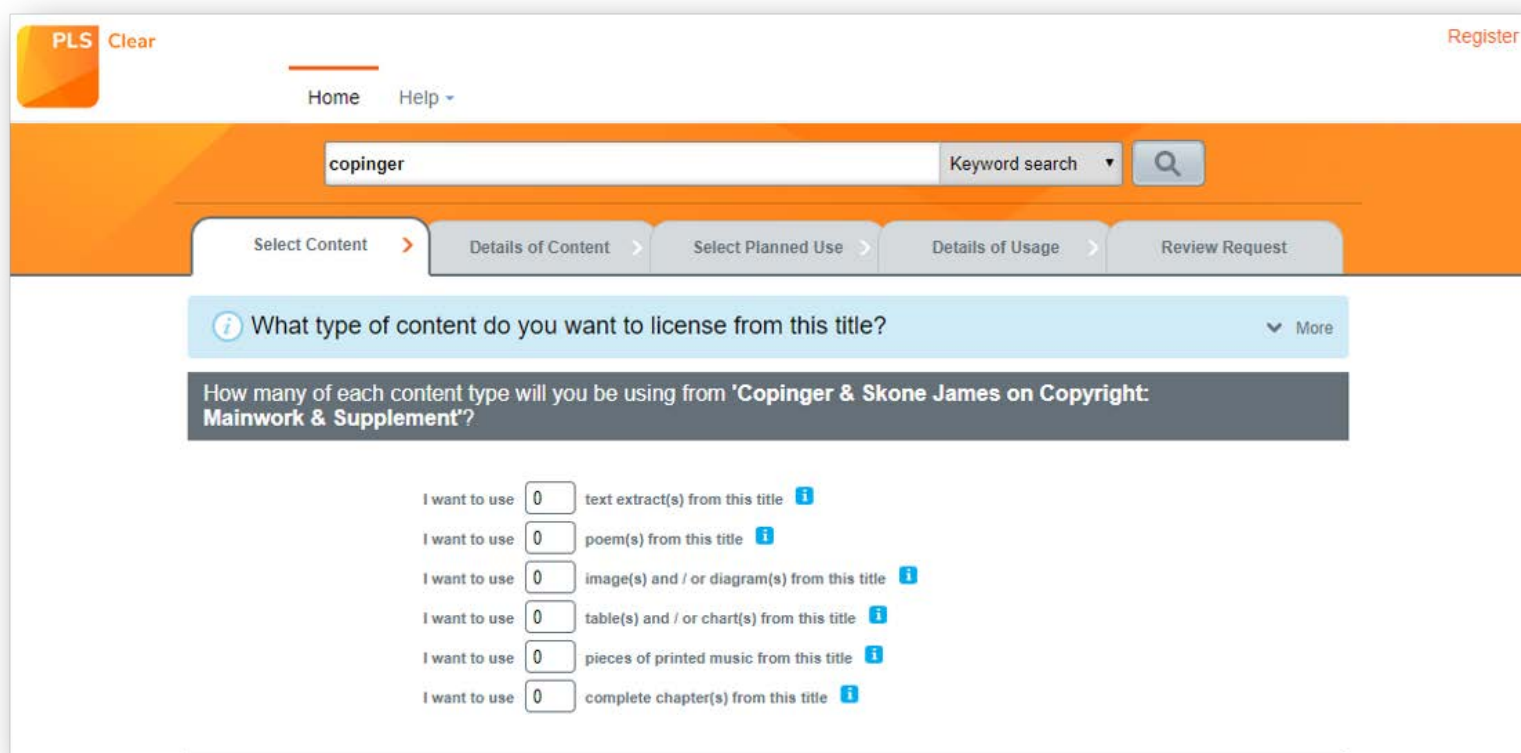
Icon Key: ✓ Participating publisher's title

Click to add

## Step 3: Select the type of content you want to reuse

Enter a number into the box indicating how many text extracts/quotes, poems, illustrations, tables, chapters, and/or pieces of printed music you are using from the title.

You can request up to 25 of each category on this page. If you need to request more than 25 extracts, you will need to submit more than one request.

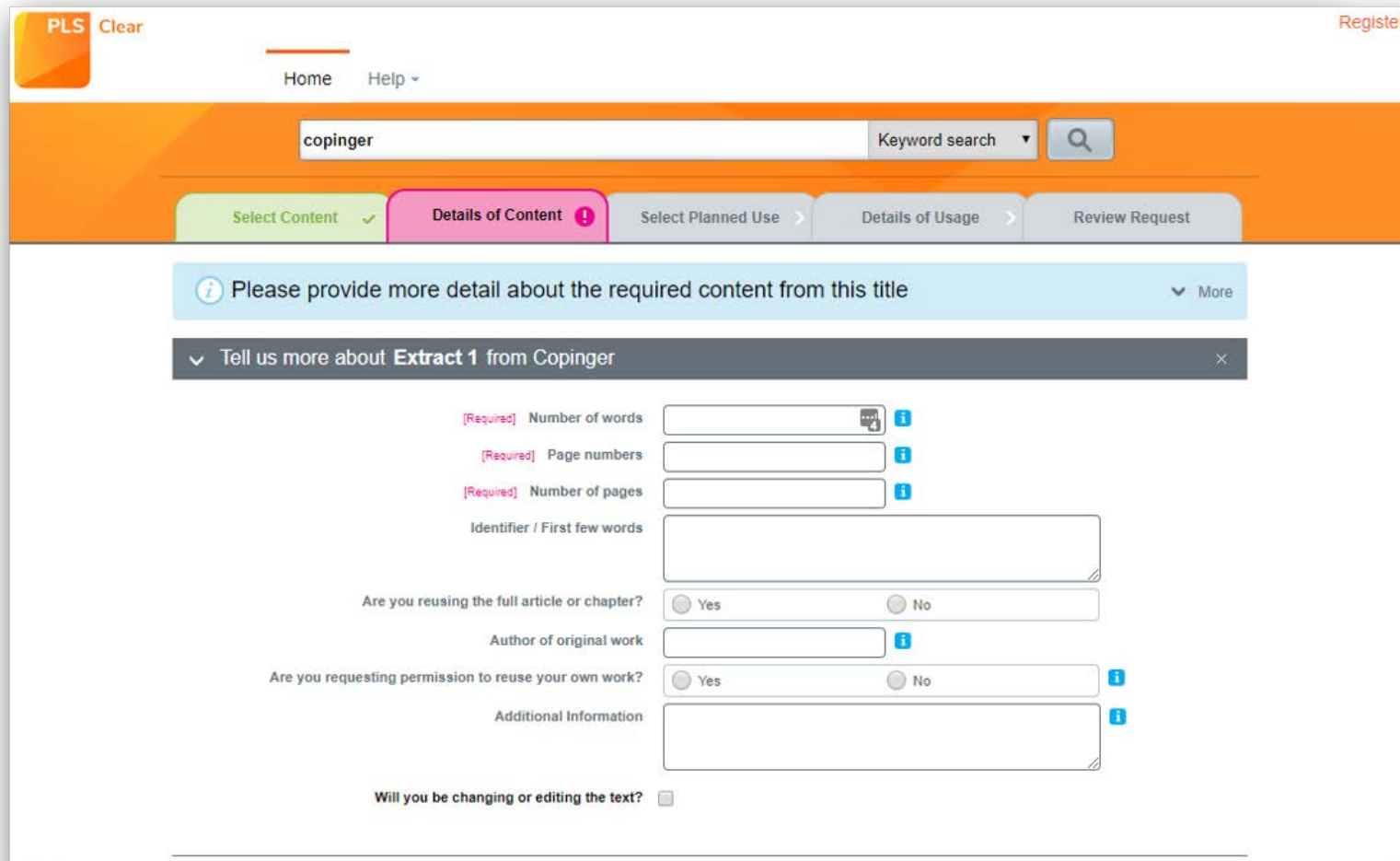


The screenshot shows a web interface for selecting content to license. At the top, there is a search bar with the text "copinger" and a "Keyword search" button. Below the search bar is a navigation menu with five tabs: "Select Content", "Details of Content", "Select Planned Use", "Details of Usage", and "Review Request". The "Select Content" tab is active. Below the navigation menu is a question: "What type of content do you want to license from this title?" with a "More" link. Below this is a dark grey box with the text: "How many of each content type will you be using from 'Copinger & Skone James on Copyright: Mainwork & Supplement'?". Below this box are six rows of input fields, each with a label and a small information icon (i):

- I want to use  text extract(s) from this title
- I want to use  poem(s) from this title
- I want to use  image(s) and / or diagram(s) from this title
- I want to use  table(s) and / or chart(s) from this title
- I want to use  pieces of printed music from this title
- I want to use  complete chapter(s) from this title

## Step 4: Provide more details about the content you are reusing

Fill in the required fields with the content you are using from the original work.















The screenshot shows a web interface for content reuse. At the top, there is a navigation bar with 'PLS Clear' on the left and 'Register' on the right. Below this is a search bar containing 'copinger' and a 'Keyword search' button. A progress bar below the search bar shows five steps: 'Select Content' (completed), 'Details of Content' (active), 'Select Planned Use', 'Details of Usage', and 'Review Request'. A blue banner below the progress bar reads 'Please provide more detail about the required content from this title' with a 'More' link. Below this is a dark grey header for the current section: 'Tell us more about Extract 1 from Copinger'. The form contains several fields: 'Number of words' (required), 'Page numbers' (required), 'Number of pages' (required), 'Identifier / First few words', 'Are you reusing the full article or chapter?' (radio buttons for Yes/No), 'Author of original work', 'Are you requesting permission to reuse your own work?' (radio buttons for Yes/No), 'Additional Information', and 'Will you be changing or editing the text?' (checkbox). Information icons are present next to several fields.

If you do not know the exact number of words from the text you plan to reuse, you can calculate an estimated word count using 450 words per page.


## Step 5: Select how you will be reusing the content


Choose how you will be using the content from the options available.

Tell us where you will be using the content from 'Copinger & Skone James on Copyright: Mainwork & Supplement'

	Book...	▼
	Article...	▼
	Thesis / Dissertation	Added 
	White Paper / Report	Add 
	Exam Paper...	▼
	Online Content or App	▼
	Radio, TV or Film...	▼
	Advertisement or Promotional Material...	▼
	Photocopying or Scanning (not covered by CLA licence)...	▼
	Concert, Play, Presentation or Exhibition...	▼

**My Items**

Book, Journal, Magazine or Academic Paper... - Thesis / Dissertation 

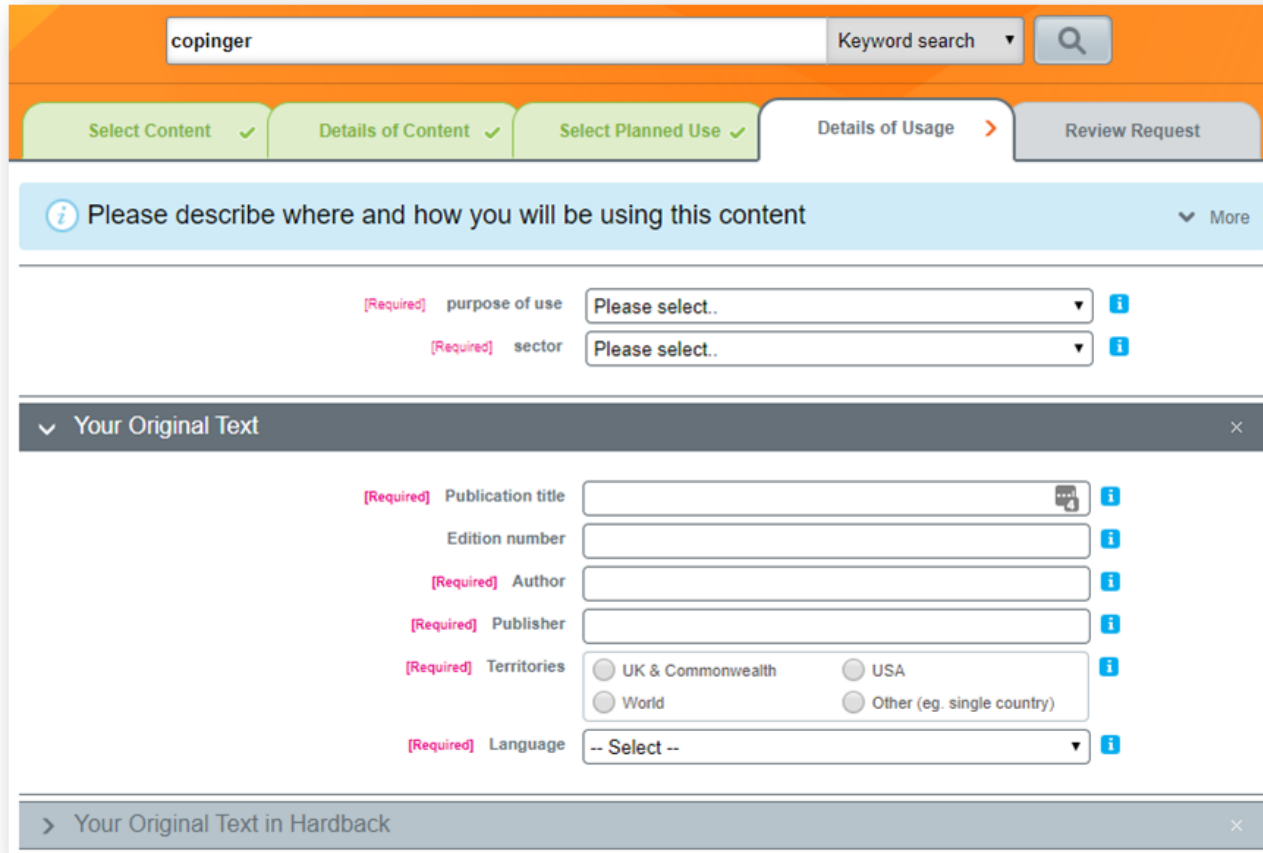


Click x to remove

If you are unable to find the format you require, please select one that is the closest match. You will be able to provide additional information describing your project later in the form.

## Step 6: Enter details about *your* new publication

Be sure to proofread your responses as the details entered here *will* appear on the licence!



The screenshot shows a web interface for entering publication details. At the top, there is a search bar with the text "copinger" and a "Keyword search" button. Below the search bar is a navigation menu with five tabs: "Select Content" (checked), "Details of Content" (checked), "Select Planned Use" (checked), "Details of Usage" (active), and "Review Request".

The main content area is titled "Please describe where and how you will be using this content" with a "More" dropdown. Below this, there are two required dropdown menus: "purpose of use" and "sector", both with "Please select.." as the current selection. Each dropdown has an information icon (i).

Below these is a section titled "Your Original Text" with a close button (x). This section contains several required fields:

- "Publication title" (text input)
- "Edition number" (text input)
- "Author" (text input)
- "Publisher" (text input)
- "Territories" (radio buttons for "UK & Commonwealth", "USA", "World", and "Other (eg. single country)")
- "Language" (dropdown menu with "-- Select --")

Each field has an information icon (i). At the bottom of the form, there is a section titled "Your Original Text in Hardback" with a close button (x).

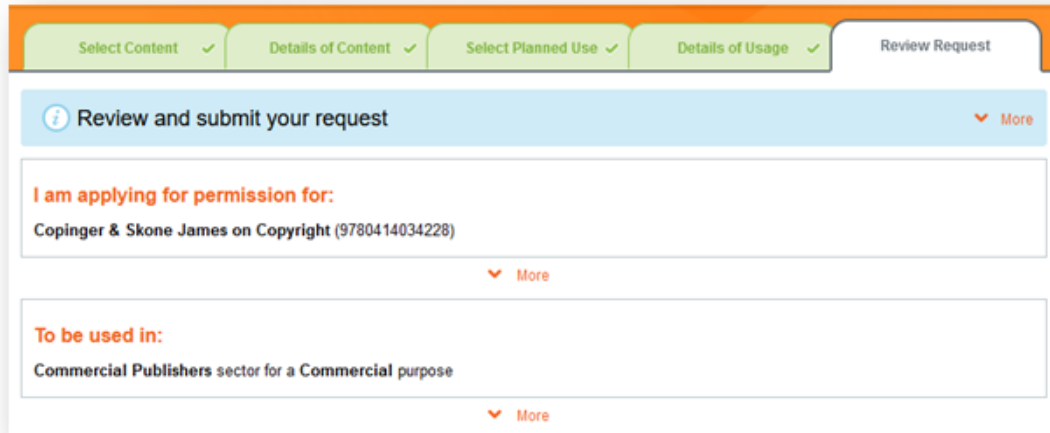
If you do not have information such as print run or retail price, please check with your publisher as the rights holder may not be able to issue a licence without these details.



## Step 7: Review and submit your request

Review the information you have provided before submitting your request as these details cannot be changed after your request is submitted.

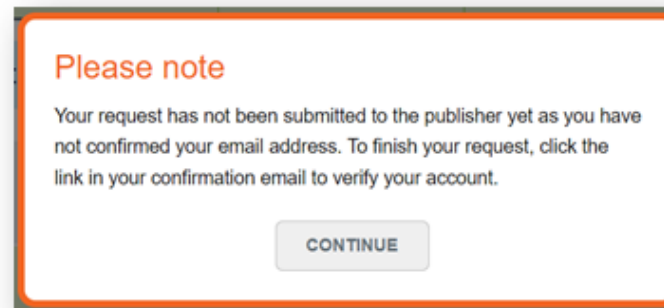
If you are not logged into PLSclear and are an existing user, you will be prompted to log into your account. Make sure the address details you enter are correct as these will appear on the licence.



The screenshot shows a navigation bar with five tabs: 'Select Content' (checked), 'Details of Content' (checked), 'Select Planned Use' (checked), 'Details of Usage' (checked), and 'Review Request' (active). Below the navigation bar is a blue header with a question mark icon and the text 'Review and submit your request', followed by a 'More' link. The main content area has two sections: 'I am applying for permission for:' with the text 'Copinger & Skone James on Copyright (9780414034228)' and a 'More' link; and 'To be used in:' with the text 'Commercial Publishers sector for a Commercial purpose' and a 'More' link.

If you are not logged into PLSclear and are an existing user, you will be prompted to log into your account. Make sure the address details you enter are correct as these will appear on the licence.

If you are a new user, you will be asked to create a new PLSclear account at this time. You will receive a pop up asking you to confirm your email address in order for your request to be submitted.



The screenshot shows a white pop-up box with an orange border. It has a title 'Please note' in orange. The text inside reads: 'Your request has not been submitted to the publisher yet as you have not confirmed your email address. To finish your request, click the link in your confirmation email to verify your account.' At the bottom center is a grey button with the text 'CONTINUE'.

## Step 8: Receive a response from the publisher

Once your request is submitted, it is kept in your Request Manager inbox. All responses from the publisher will be made through the Request Manager.

Request Manager - Sent Requests

Title or ISBN/ISSN :

Page: 1 / 3 Results: 57

ID	Title	ISN	Project Name	Publisher	Date raised	Status	
20455	Mesopotamia	9780300223354		Yale Representation Limited	14/01/2020	£	<input type="checkbox"/>
20454	Mesopotamia	9780300223354		Yale Representation Limited	14/01/2020	£	<input type="checkbox"/>
20453	AMidwife's Story Life, love and birth among the Am	9781780662008		Pinter & Martin Limited	14/01/2020	£	<input type="checkbox"/>
20452	AMidwife's Story Life, love and birth among the Am	9781780662008		Pinter & Martin Limited	14/01/2020	£	<input type="checkbox"/>
20451	AMidwife's Story Life, love and birth among the Am	9781780662008		Pinter & Martin Limited	14/01/2020	£	<input type="checkbox"/>
20449	AMidwife's Story Life, love and birth among the Am	9781780662008		Pinter & Martin Limited	13/01/2020	£	<input type="checkbox"/>
20448	Copinger & Skone James on Copyright: Mainwork & Su	9780414023765		Thomson Reuters (Professional) UK Limited	13/01/2020	£	<input type="checkbox"/>

To help understand the various responses to a request, a key is available at the bottom of the Request Manager.

*** Actions on this request are pending	<input checked="" type="checkbox"/> Request has been accepted	<input checked="" type="checkbox"/> Request has been declined	<input checked="" type="checkbox"/> More information has been asked for
£ Rights holder has sent a quote for this request	<input checked="" type="checkbox"/> A licence has been granted for this request	<input checked="" type="checkbox"/> Request has been cancelled	<input checked="" type="checkbox"/> Requested title has changed ownership
FOC This request qualifies as 'Free of Charge'			

Click on the request to review responses from and send comments to the publisher, download your licence documents, and pay any licence fees owed.



Need more help? Visit our [Help Section](#).

Email: [plsclear@pls.org.uk](mailto:plsclear@pls.org.uk) - Telephone: +44 20 7079 5940