

CORAL Licensing User Guide

About CORAL Licensing

A component of Hesburgh Libraries locally developed ERM, CORAL Licensing provides a way to store and access digital copies of current and expired license agreements and related documents as well as associated agreement metadata. The licensing module helps make library license agreements more accessible to personnel through select searchable metadata fields and assists institutions in tracking and using specific pieces of information included in legal agreements. CORAL Licensing is a flexible document management system, useful in anticipating a variety of agreements and institutional goals for managing agreements. The module allows users to identify license clauses most important to record and track from an institutional point of view. With related features like a clause comparison function, and ILL and course pack terms tools that can be implemented to deliver terms through other systems such as SFX, the CORAL Licensing module provides a way to make better use of permissions included in the license agreement.

Please note that screenshots and text in this document are just examples and do not necessarily reflect terms for a particular resource.

Component Overview

CORAL Licensing has six major components in the primary navigation at the top of each page.

- Home
- New License
- Licenses in Progress
- Expression Comparison
- Terms Tool Report
- Admin

Home

The screenshot shows the CORAL Licensing Home page. At the top, there is a navigation menu with the following items: Home, New License, Licenses In Progress, Expression Comparison, Terms Tool Report, Admin, and Change Module. Below the navigation menu, there is a search section on the left with the following filters: Name (contains), Publisher/Provider, Consortium, Status, Document Type, and Starts with. The main content area displays a table of license records, showing 26 to 50 of 319 records. The table has the following columns: Name, Publisher / Provider, Consortium, and Status. The records listed are:

Name	Publisher / Provider	Consortium	Status
American Mathematical Society (AMS) Online Journals	American Mathematical Society		Document Only
American Medical Association (AMA) Publications	American Medical Association		Document Only
American Meteorological Society (AMS) Journals	American Meteorological Society		Document Only
American Physical Society Online Journals	American Physical Society		Complete
American Physiological Society Journals	American Physiological Society		Document Only
American Phytopathological Society Journals	American Phytopathological Society		Document Only
American Society for Nutrition Journals	American Society for Nutrition		Document Only
American Society of Agronomy, Crop Science Society and Soil	American Society of Agronomy		Document

Search has been placed on the *Home* page as the primary point of entry into the license records. The search runs against the fields license name, document name, and publisher/provider. The fields are defined in the next section as we look at creating a new license record.

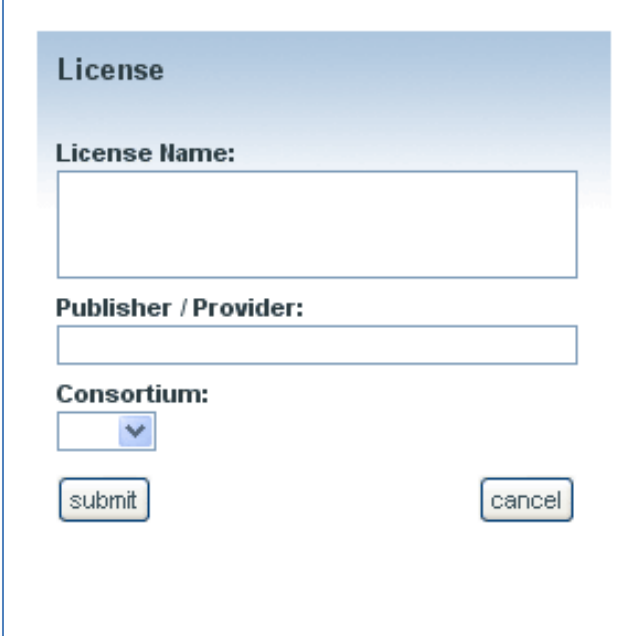
New License

Select *New License* from the main navigation to begin adding new license records. The link will present the window on the right.

'License Name' is the name of the license record. For example, a license record named *Cambridge University Press Journals* would contain any and all license documents pertaining to the Cambridge University Press journals.

'Publisher/Provider' is the name of the licensing organization. In this example Cambridge University Press would be the publisher/provider.

'Consortium' would be used when the licensed resources are obtained through a consortium.



The screenshot shows a web form titled "License". It contains three input fields: "License Name:" (a large text box), "Publisher / Provider:" (a text box), and "Consortium:" (a dropdown menu). At the bottom of the form are two buttons: "submit" and "cancel".

The License Name may seem a bit arbitrary but it makes more sense when you think about a license record as a way to group together all licenses that are either related to each other or related to the same resource. Let us say for example that you have licensed a package of electronic journals from Springer and have over the years collected several licenses and amendments for that package. You can place all of those documents on the same license record and then you need to give the license record a name which gives some indication as to the documents found on that record. In this example 'Springer Online Journals' may be a valid license name.

Let us also assume that you have licensed a set of eBooks from Springer as well and that the license for the eBook is in no way related to the license for the journals. You now have two options for loading the eBook license. You can create a new license record called *Springer eBooks* and load the license documents there or you can add the eBook license to the existing *Springer Online Journals* license. If you choose the latter then you could also consider changing the license name *Springer Online Journals* to something such as *Springer Online Products* to more accurately reflect all the documents contained on the record.

Interoperability note: The publisher/provider field has an auto-fill feature which is populated from the organizations listed in CORAL Organizations. CORAL Licensing will manage publisher/provider names on its own if you have not installed CORAL Organizations or have disabled the interoperability. The publisher/provider names are managed and edited in the CORAL Licensing *Admin* area when the interoperability is disabled.

Adding / Editing New License Record

The screenshot shows a web interface for managing license records. At the top, there is a navigation menu with tabs: Home, New License, Licenses In Progress, Expression Comparison, Terms Tool Report, and Admin. Below the menu, the main header displays 'Cambridge University Press Online Journals' with links for 'edit' and 'remove license'. To the right of the header is a 'License Status:' dropdown menu. The main content area is divided into four sections on the left: 'Documents' (none found), 'Expressions' (upload new document), 'SFX Links', and 'Attachments' (0 records).

Here is a new license record which has just been created for *Cambridge University Press Online Journals*. To the right of the license name are the options to remove the license or to edit the name, publisher/provider and consortia. The publisher/provider name is hyperlinked and will take the user to the Cambridge University Press record within CORAL Organizations. Here you can also enter a license record status in the 'License Status' field to the far right of the license name. CORAL Licensing includes the following default statuses.

License Status (definition)

- Awaiting Document (license record created but scanned license not yet added)
- Complete (license record is complete, no additional work required)
- Document Only (document loaded with expressions not identified or loaded)
- Editing Expressions (document loaded and currently adding license terms/expressions)
- NLR (no license required)

License Status values can be edited, added or deleted through the *Admin* section detailed later in this document. The default values are simply suggestions for how an institution might consider tracking agreements and to indicate the purpose of the field.

The license record has four sections located on the left-hand column; Documents, Expressions, SFX Links and Attachments

Documents

The Documents tab contains all the documents for each license record. Any document may be uploaded to the system including licenses, amendments, order forms, purchase requests, or any other important document. Select 'upload new document' to begin.

Adding New Documents

The 'upload new document' link opens the window on the right. Here you can fill out the initial details of the document and upload the actual file. Document Name is the only required field.

'Effective date' is the effective date of the agreement, if identified and available.

'Document Type' identifies what type of document this is (ex. Agreement, amendment, order form, etc).

'Parent' identifies any parent document (ex. A parent document would be assigned when uploading an amendment).

'Name' is the title of the document, usually taken directly from the license document (ex. Cambridge University Press Site License Agreement).

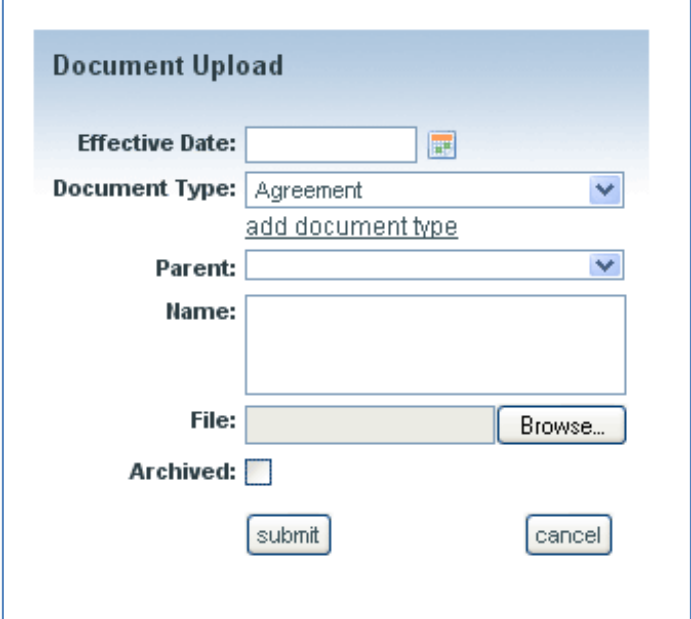
'File'- browse and upload a scanned copy of the actual document.

'Archived' is used to identify documents which are no longer current or have been superseded by another agreement. Archived documents are sorted separate from current documents and are collapsed beneath a show/hide link to save screen space. Archiving a document does not delete it from the system. It also does not delete any expressions attached to that document.

'Document Type' is another customizable field which allows each library to set their own terminology. The software comes with the following types included.

Document Type:

- Agreement
- Amendment
- Countersigned Agreement
- Internal Acknowledgement
- Order Form
- SERU



The screenshot shows a web form titled "Document Upload". It contains the following fields and controls:

- Effective Date:** A text input field with a calendar icon to its right.
- Document Type:** A dropdown menu currently showing "Agreement" and a link "add document type" below it.
- Parent:** A dropdown menu.
- Name:** A large text input field.
- File:** A text input field with a "Browse..." button to its right.
- Archived:** A checkbox.
- At the bottom, there are "submit" and "cancel" buttons.

Editing Documents

Documents	Name	Type	Effective Date	Signatures		
Expressions	Cambridge University Press Site License Agreement	Agreement	04/01/2010	(none found) add signatures	view document	edit document remove document
SFX Links	upload new document					
Attachments (0 records)						

Once added the documents will display on the Documents tab sorted first by Document Type (agreements sort together, order forms sort together, etc) and then by signature date with most recent first. Multiple signatures for both licensee and licensor can be added using the 'add signatures' link. On the right hand column are the links to view, edit, and delete each document. Now that the documents are loaded the next step is to begin adding expressions. Please note that Expressions are not required. You should however assign an appropriate License Status to the record that indicates it is a document only record.

Adding Expressions

Documents	(none found)
Expressions	add new expression
SFX Links	
Attachments (0 records)	

The Expressions tab is where the expressions or clauses of the license are entered. You may enter any expression type that you wish. The software comes with the following expression types already defined but again the field is customizable and allows you to enter the types of your choice.

Expression Type:

- Authorized Users
- Confidentiality Clause
- Course Packs
- eReserves
- General Notes
- Interlibrary Loan
- Jurisdiction
- Multi-year Term
- Post Cancellation Access
- Third Party Archiving

Adding Expressions

The 'add new expression' link opens the window on the right. From this window you can add expressions for the documents that have been previously loaded.

'Document' is the document name for which you want to add a new expression. The drop-down is pre-populated from the existing document names in the specific license record. This is a required field.

'Expression Type' is the type of expression you wish to add (interlibrary loan terms, course pack rights, etc). This is a required field.

'Qualifier' is another customizable field which can be used to qualify particular expressions. For example, a qualifier of *Permitted* or *Prohibited* may be appropriate for an Interlibrary Loan expression. You may choose to ignore this field or choose to use it in a different fashion for other expression types.

'Document Text' is for the actual text of the license clause. An interlibrary loan expression has been added in the following figure.

Expressions

Document:
Cambridge University Press Site License Agreement

Expression Type:
Authorized Users [add expression type](#)

Qualifier:

Document Text:

submit cancel

Adding Display Notes

Home New License Licenses In Progress Expression Comparison Terms Tool Report Admin

Cambridge University Press Online Journals [edit](#) | [remove license](#) License Status: [dropdown]

Cambridge University Press

Documents	For Document: Cambridge University Press Site License Agreement		
Expressions	Type	Document Text	Qualifier
SFX Links	Interlibrary Loan <input type="checkbox"/>	Provided that the copyright header attached to the article is retained, Authorized Users at the Subscriber's institution may Provide facsimile images that are exact representations of the Journal pages or of printouts from the electronic database for interlibrary loan under CONTU (National Commission on New Technological Uses of Copyright Works) (http://www.cni.org/docs/infopols/CONTU.html) guidelines and distributed in paper, fax or digital form.	Permitted edit remove
Attachments (0 records)	Display Notes: (none) add/view display notes		

[add new expression](#)

In this example an Interlibrary Loan expression has been added along with a snippet of the license text and a qualifier of *Permitted* has been added noting that the item does allow for ILL. The

actual legal text can be quite confusing so the next step is to add a Display Note which can hold an interpretation of the text of the clause that can be used for public display.

Adding Display / Internal Notes

The 'add/view display notes' link opens a window which allows you to enter multiple display notes. It also displays the Document Text on that same window so that you can refer back to it while adding the notes. The sort order of multiple display notes can also be adjusted through this same window. The following figure shows a completed Display Notes window.

Display Notes
For Document Text: Provided that the copyright header attached to the article is retained, Authorized Users at the Subscriber's institution may Provide facsimile images that are exact representations of the Journal pages or of printouts from the electronic database for interlibrary loan under CONTU (National Commission on New Technological Uses of Copyright Works) (<http://www.cni.org/docs/infopols/CONTU.html>) guidelines and distributed in paper, fax or digital form.

Display Notes		
<input type="checkbox"/> Retain and include copyright header attached to article	edit	remove
<input checked="" type="checkbox"/> Can be distributed in paper, fax, or digital form	edit	remove
<input type="text"/>	add	

[Close](#)

There are two types of expression notes in CORAL Licensing; Display Notes and Internal Notes. You can set the note type to either Internal or Display for each expression type on the 'Admin' page detailed later in this document. The two note types (internal and display) were added so that a distinction could be made between expressions and notes that were intended to be displayed outside the module, for instance in one of the terms tools, and those that were for internal use only. The Display Notes which are intended to be shared have additional functionality built in that the Internal Notes lack. In the following figure you will see the completed interlibrary loan expression. In this example the Interlibrary Loan expression type has been set to use Display Notes and as such the expression is presented with an additional checkbox to the left of the Document Text. Internal Notes do not receive this checkbox. When the licensing librarian or other appropriate personnel has finished editing the notes and expression he/she can check this box which indicates that the expression is finished and it makes the expression available through the *Terms Tool Report* page. An email is then generated by the system indicating that a new expression has been completed and is ready for display. You can edit the recipients of this email in the *Admin* page.

If you choose not to use the *Terms Tool Report* page you may turn it off as explained in the technical documentation guide. This will also remove the display note checkbox and email functionality. It will also remove the SFX Links tab which is explained next.

Completed Expression

The above figure is the completed expression with document text, qualifier and display notes. Qualifier may not be appropriate for certain expression types. The intended use of the qualifier is to further document permitted/prohibited distinctions such as interlibrary loan, course packs and ereserves. You may continue to add as many expressions as needed for some or all documents.

SFX Links

Once the expressions or terms of the license are known, the next question to ask is ‘Which journals are covered by these terms?’. That’s where the SFX Links tab comes into play. Using this tab it is possible to relate a specific license to the covered journals in a specific SFX target or package. In this example the Cambridge University Press Site License Agreement is being associated with the Cambridge Journals Online target in SFX (Cambridge Journals Online is the SFX target public name). This SFX – License connection allows for the delivery of license terms through the SFX menu as detailed in the Terms Tool User Guide. It is true that not every institution uses SFX. The SFX Links tab could be renamed and/or repurposed for use with other openurl resolvers or journal management systems. This

tab is meant to be used in conjunction with the Terms Tool and can be disabled along with the *Terms Tool Report* page for those who do not wish to use it.

Attachments

Documents	Date	Details		
Expressions	04/01/2010	Email from publisher detailing additional restrictions	view attachment 1	edit remove

[add new attachment](#)

Attachments
(1 record)

For any resource there may be documents in addition to the actual license that are important to retain. Title lists and email correspondence are two that may be the most common. The Attachments tab allows you to upload these additional documents to the license record. The above figure shows an email that has been uploaded with the date and a description of the file. In this case the attachment is an email from the publisher detailing additional restrictions on the resource. The date field is not automatically entered by the system so it does not have to be the date the file was loaded into CORAL Licensing. The intention of the date field was to be the date the attached document was received but since the date is manually chosen it can be any date of your choice. The 'view attachment 1' link will open the uploaded file.

Licenses in Progress

Name	Publisher / Provider	Consortium	Status
Armed Forces Journal	Army Times Publishing Company		Awaiting Document
caa.reviews	College Art Association		Awaiting Document
Cambridge University Press Online Journals	Cambridge University Press		Editing Expressions
Canadian Journal of African Studies	Canadian Association of African Studies		Awaiting Document

The *Licenses in Progress* page will show the licenses that are not yet complete. It is intended to be used by the licensing staff as a queue of outstanding licenses. It has been coded to show licenses of status Awaiting Document or Editing Expressions and will also show new licenses which have not yet been given any status. The hyperlinked License Name will take you into the license record.

Expression Comparison

Home	New License	Licenses In Progress	Expression Comparison	Terms Tool Report	Admin
Limit by Expression Type: <input type="text" value="Interlibrary Loan"/>					
Interlibrary Loan					
License	Display Notes	Document Text			
Alexander Street Press 2009 Customer License Agreement edit license view Alexander Street Press 2009 license.pdf					
	Notes: < Display Notes removed > add/view display notes	< Document Text removed >			
American Geophysical Union license edit license view American Geophysical Union license.pdf					
	Notes: < Display Notes removed > add/view display notes	< Document Text removed >			
American Institute of Aeronautics and Astronautics license edit license view American Institute of Aeronautics and Astronautics license.pdf					
	< Display Notes removed >	< Document Text removed >			

Expression Comparison allows the user to see all the instances of a specific expression type across all documents in a single screen or view. The 'Limit by Expression Type' dropdown allows the user to select from among all defined expression types. In the figure above the display notes and document text have been removed for reasons of confidentiality. In place of < Display Notes removed > and < Document Text removed > users would see the actual notes and document text that were entered. This allows licensing or relevant personnel to compare language for each expression type across all documents. It could be an immensely powerful tool when attempting to come up with recommended language during negotiations. The user may also add new display notes, open the license record and open the actual document from this page.

Expression Comparison is intended for personnel that need quick access to all expressions in the system. Other library staff however, may only need access to specific types of expressions and this particular page may be information overload. The *Terms Tool Report* page was developed for these other users.

Terms Tool Report

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, New License, Licenses In Progress, Expression Comparison, Terms Tool Report, and Admin. Below the navigation bar, there is a dropdown menu labeled "Limit by Expression Type:" with "Interlibrary Loan" selected. The main content area is titled "Interlibrary Loan" and contains a table with three columns: "License", "Display Notes", and "Document Text". The table lists three license records, each with a "view license" link. The content of the "Display Notes" and "Document Text" columns is redacted with the text "< Display Notes removed >" and "< Document Text removed >" respectively.

License	Display Notes	Document Text
American Geophysical Union license view license	Notes: < Display Notes removed >	< Document Text removed >
American Physical Society Agreement view license	Notes: < Display Notes removed >	< Document Text removed >
American Society of Civil Engineers License view license	Notes: < Display Notes removed >	< Document Text removed >

Once again the notes and document text have been removed from the screenshot. *Terms Tool Report* provides access to only the expressions using display notes and which have been identified as being complete by the licensing librarian using the terms tool checkbox mentioned earlier. As such it will not display unfinished expressions which the licensing librarian may still be working on. Another difference between *Terms Tool Report* and *Expression Comparison* is that this page does not offer any links for editing the record. While similar in function to *Expression Comparison* this page was added in order to serve a user group which does not need the full access provided by the *Expression Comparison* page.

The main points to remember for this page are that it displays expressions which use display notes but only those that have been approved for display. It is possible to turn off *Terms Tool Report* and hide it from display if you do not wish to use it. Turning off the *Terms Tool Report* will also disable the SFX Links tab on the license record as well as the terms tool checkbox used to indicate that a Display Note has been completed and approved for display. Please see the Terms Tool User Guide for more information on how *Terms Tool Report* can be used and on how it can be used to push out license terms to other systems.

Admin

The *Admin* page is where you will edit Expression Types, Document Types, Signature Types and License Statuses. Each of these fields can have as many values as needed so that the system can better meet local needs. *Admin* is also where you will edit and manage user permissions. CORAL Licensing has been built with the ability to limit access to select individuals given the confidential nature of license agreements. Users may not access CORAL Licensing until they are first set up with an account by an administrator. The following figure shows the 'add new user' window available from the *Admin* page.

'Login ID' will be the user's unique ID in your local campus authentication system. See the technical documentation for more details on authentication.

'Privilege' is the user's level of access (i.e. read only, etc).

'Terms Tool Email' – Enter email address if you wish the user to receive email notification when the terms tool box is checked for a given expression. Leave this blank for all others.



The screenshot shows a web form titled "Add New User". It contains the following fields and controls:

- Login ID**: A text input field.
- First Name**: A text input field.
- Last Name**: A text input field.
- Privilege**: A dropdown menu with a question mark icon to its left and a blue arrow on the right. The selected value is "add/edit".
- Terms Tool Email**: A text input field with a question mark icon to its left.
- Buttons**: Two buttons at the bottom, "Add New" and "cancel".

The values available in the Privilege field deserve further explanation.

Privileges

- Admin users have complete add/edit rights and can remove licenses and associated fields. Access to the *Admin* page, the SFX Links tab on the license record and the terms tool checkbox is restricted to users with Admin privileges.
- Add/Edit users can add, edit, or remove licenses and associated fields.
- View Only users can view all license information and are allowed access to the uploaded documents.
- Restricted users can view all license information but are not allowed access to the uploaded documents.

Admin, Add/Edit and View Only are the same privileges used in the other CORAL modules. Restricted is an extra privilege used only in CORAL Licensing in order to restrict access to the actual license agreements that have been uploaded to the system.