

**OVERVIEW:** To meet the needs of our academic and corporate customers and to capture as much revenue for you as possible, CCC strives to keep our catalog of titles and rights up-to-date. Please send us your title lists on a regular basis to help us maximize the value of your content.

### INSTRUCTIONS: SUBMIT NEW TITLES

Please submit title lists in one of the following formats:

1. ONIX 2.1 (support for ONIX 3.0 is coming soon)
2. [CCC Title Loading Spreadsheet](#) (Microsoft Excel)

#### ONIX 2.1

1. Contact an account manager ([rightsholders@copyright.com](mailto:rightsholders@copyright.com)) to obtain a login and password to a secure FTP site for uploading your ONIX files. (Include how frequently you would like to update your titles, e.g., quarterly, monthly, etc.)
2. Upload your file(s) to the secure FTP location.

For title-level exceptions, please email [datafeeds@copyright.com](mailto:datafeeds@copyright.com) with specific details for each file and associated qualifiers (e.g., specific data elements or tags).

Note for RightsLink publishers: these title changes will not be conveyed in RightsLink. Please contact your RightsLink account manager to update you RightsLink title list.

#### Additional Requirements

- Check that title list(s) conform to ONIX 2.1 specifications and have been validated against the DTD and schema.
- Ensure that files are encoded in UTF-8 to support international characters.
- Confirm that titles in each file have the same rights. Exceptions should be sent separately. If the same rights do not apply to all titles in a file, please contact an account manager ([rightsholders@copyright.com](mailto:rightsholders@copyright.com)).

#### CCC Title Loading Format

1. Download the [CCC Title Loading Template](#). (Note that there are separate worksheets for books and serials.)
2. Send the completed Excel file to [DMRequest@copyright.com](mailto:DMRequest@copyright.com).
  - Please use the following email subject line: RightsCentral Update Request: [your Rightsholder name and Account Number here].
  - Include any title-level exceptions for the file or other special processing instructions and indicate how frequently you would like to update your titles, (e.g., monthly, quarterly, etc.)

Note for RightsLink publishers: these title changes will not be conveyed in RightsLink. Please contact your RightsLink account manager to update you RightsLink title list.

### Title Loading Spreadsheet Helpful Hints

#### Books

- Always include International Standard Book Number (ISBN).
- If the record is an e-book, place an "X" in the "Electronic?" column.
- Include the following:
  - Title (split out title prefix and subtitle where possible)
  - Author(s) / Editor(s) (Last name, first name)
  - Number of pages
  - Edition number
  - Publication year
  - Publisher / imprint name
  - City, state of publication
  - Country of publication

#### Serials

- Always include International Standard Serial Number (ISSN).
- If the record is an e-journal, place an "X" in the "Electronic?" column.
- Include the following:
  - Title (if possible, split out title prefix and subtitle)
  - Frequency
  - Work type (serial, newspaper, newsletter)
  - Publisher / imprint name
  - City, State of publication
  - Country of publication

### INSTRUCTIONS: UPDATE EXISTING TITLES

It's easy to update already-registered titles. Simply log into RightsCentral and choose the method that fits your needs:

1. If you want to update a group of titles that share the same permissions and fees in a service, go to "Your Permissions and Fees;" select the "View permissions and fees" option in the service in which you want to make the update; and select the "Update" option next to the group of permissions and fees you want to update. The updates you submit will apply to all the titles associated with that group.
2. You may also update a single title or group of titles by searching for titles in the "Your Titles" area: select the titles you want to update and choose the action to either "Add titles to new permission and fees" or "Add titles to existing permission and fees" in the Selected Titles drop list.

### QUESTIONS OR COMMENTS?

Please contact your representative or email [rightsholders@copyright.com](mailto:rightsholders@copyright.com). We will be happy to work with you to make sure your titles are properly represented in CCC's services.

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