

Completing the NESLi2 Licence

Please note the following guidelines are to be used when orders and payments are placed either directly with the publisher or via an agent.

(Please note: If the single payment option is taken via Content Complete Ltd (CCL), then the licence will be raised by CCL and therefore the following procedures will not be applicable)

1. Publishers

Please ensure that you complete the following parts of the licence before sending it to the subscribing institutions to complete and sign. Please note that some of the following may have already been completed on your behalf by CCL if your agreement falls under the NESLi2 Closed Consortium/Single Payment model.

Cover Page

- Type the Institution name, publisher name and date

Agreement details

- Complete the full legal name and address and company registration details for your publishing company

Recitals

- Insert the product name where indicated
- Insert the date of the agreed, separate, Contract between yourself and JISC Collections already supplied to you. (3rd 'And Whereas')

Clause 1.1 Definitions

- Fee – insert product name and date of contract between yourself and JISC Collections.

Clause 14.1

- Insert a contact name and your address plus email address to where notices should be sent.

Schedule 1

- Insert a copy of the final, agreed pricing offer.
- Add in the following information (if applicable):
 - Licence Details: (i.e. print maintained or e-only)
 - Value of 2008 Holdings: (value of agreed holdings)
 - 2008 E-access Fee:
 - 2008 Total Fee:
 - 2009 Fee: (if applicable/ known – if not known state here)
 - 2010 Fee:
 - Percentage Surcharge applied:
 - One, two-year or three-year licence Term: i.e. 2008-2010
- Complete the paragraph below with the fee and year for the first year of the licence: The Licensee shall cause the Publisher to be paid the total Fee of £ [insert amount] (exclusive of VAT) as payment for the rights granted in this

Agreement. Such Fee shall fall due and payable by the Licensee within 45 days on receipt by the Licensee of the Publisher's invoice. The Fee is shown exclusive of VAT, which will be payable in addition by the Licensee where applicable.

- Delete the text note

Schedule 2

- Insert a list of the subscribing institution's current subscriptions that form the base value of this licence.
- Insert a list of all licensed materials ensuring that it matches the list agreed in negotiations and listed in the offer and that it relates to the package licensed by the subscribing institution. **This list should include details of the licence period (i.e. January 2008 to December 2009) plus the archives included with the offer at title level.**

Annex 1

- This text should be completed by CCL but check to ensure that all required information is there.

Signature Page

- Insert the name of the institution
- Insert the name of publisher
- Type the name and position of the person signing the licence of your behalf

Please then email the licence to each institution asking them to check and complete the outstanding parts of the licence. Once this has been done, they will print and sign two copies to return to you for countersignature. One copy should then be returned to the institution, with the other copy being for your files.

2. Subscribing Institution

The publisher should have completed the licence as outlined above, but you should check this thoroughly to ensure that nothing has been overlooked. In addition, you will need to complete the following details:

Agreement details

- Complete the full legal name and address of your institution.

Clause 7.1

- Insert your institution's full name and address or your agent's if you are ordering via one.

Clause 14.1

- Add the contact name and full address plus email address of the person to whom notices should be sent.

Schedule 1

- Check that the information quoted agrees with the quote you have received from the publisher or the price quoted in the offer for your JISC band.
- If you have opted for a multi-year agreement, ensure that all years and fees are shown.

Schedule 2

- Check that the list of subscribed to content is correct and does not omit any further subscriptions, or include any subscriptions that should not be there.
- Check that the list of Licensed Material is correct and agrees with the package/s you have ordered.

Signature page

- Add the name and position of the person signing the licence.

Please now arrange for two copies to be printed and for both copies to be signed. Both copies should then be mailed to the publisher for counter-signature. The publisher will retain one copy and return the second copy to you for your files.