

STM Programme Setup Guide



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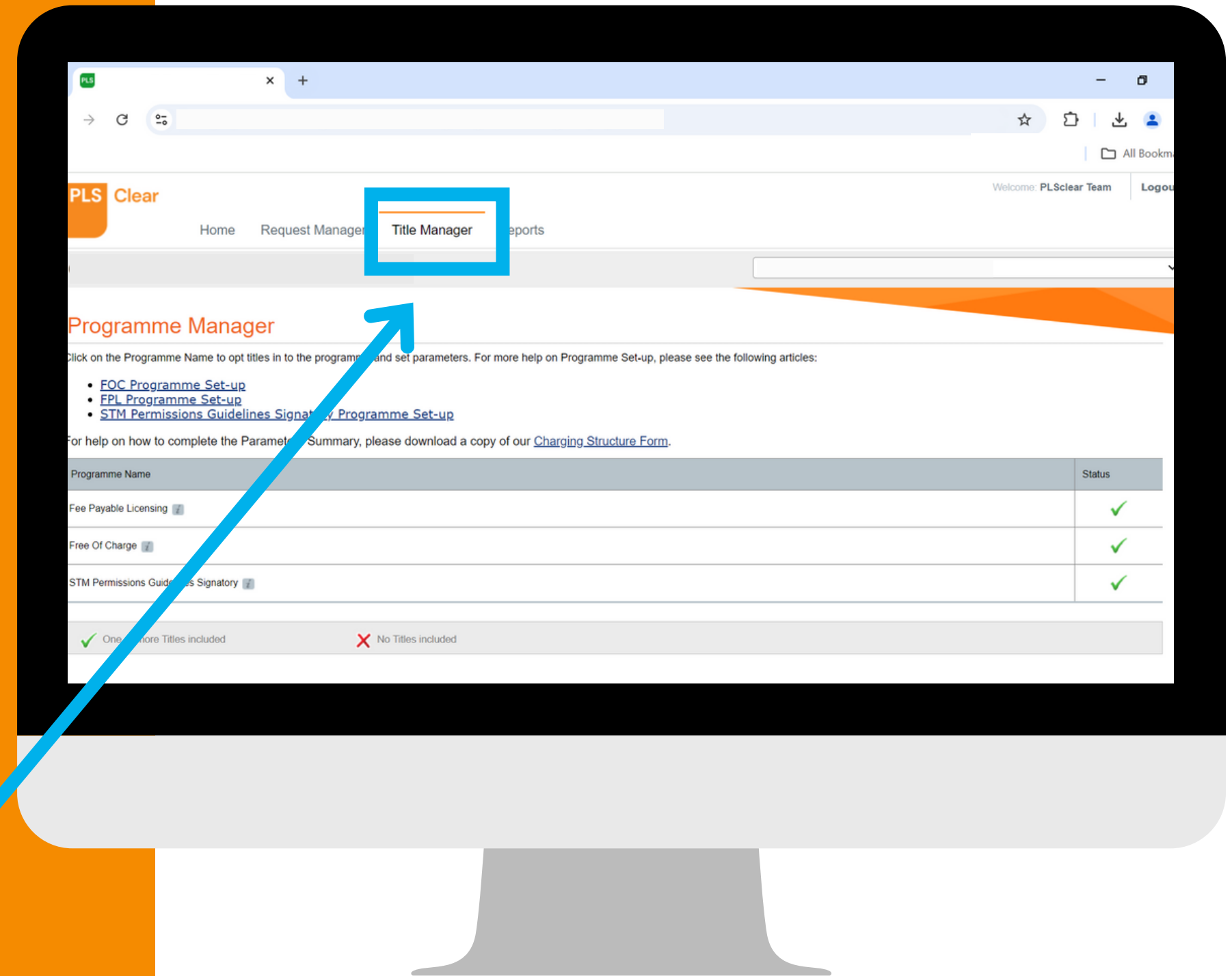
Excluding
individual or
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This guide only applies to publishers who are signatories of the [STM Permissions Guidelines](#).

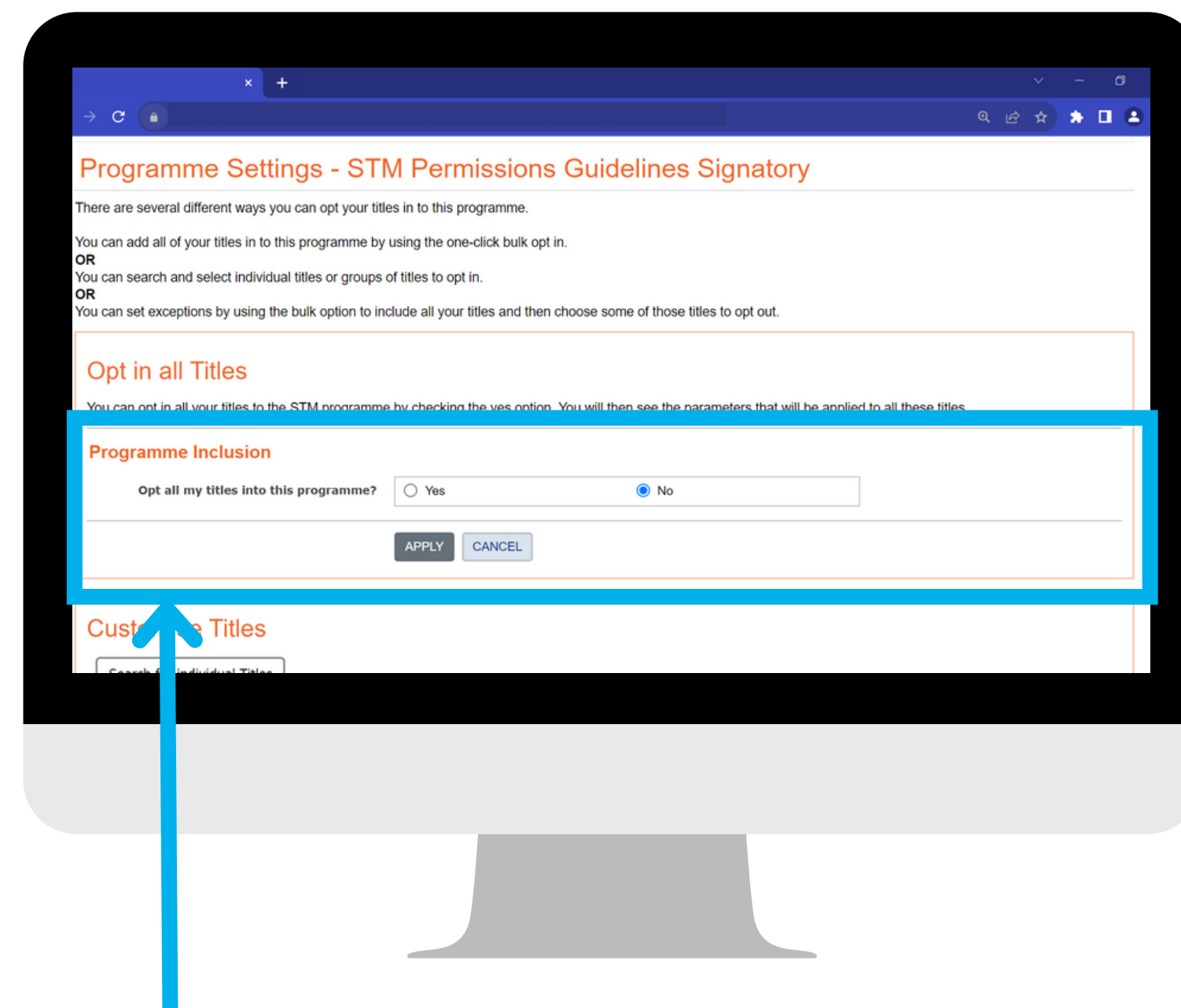
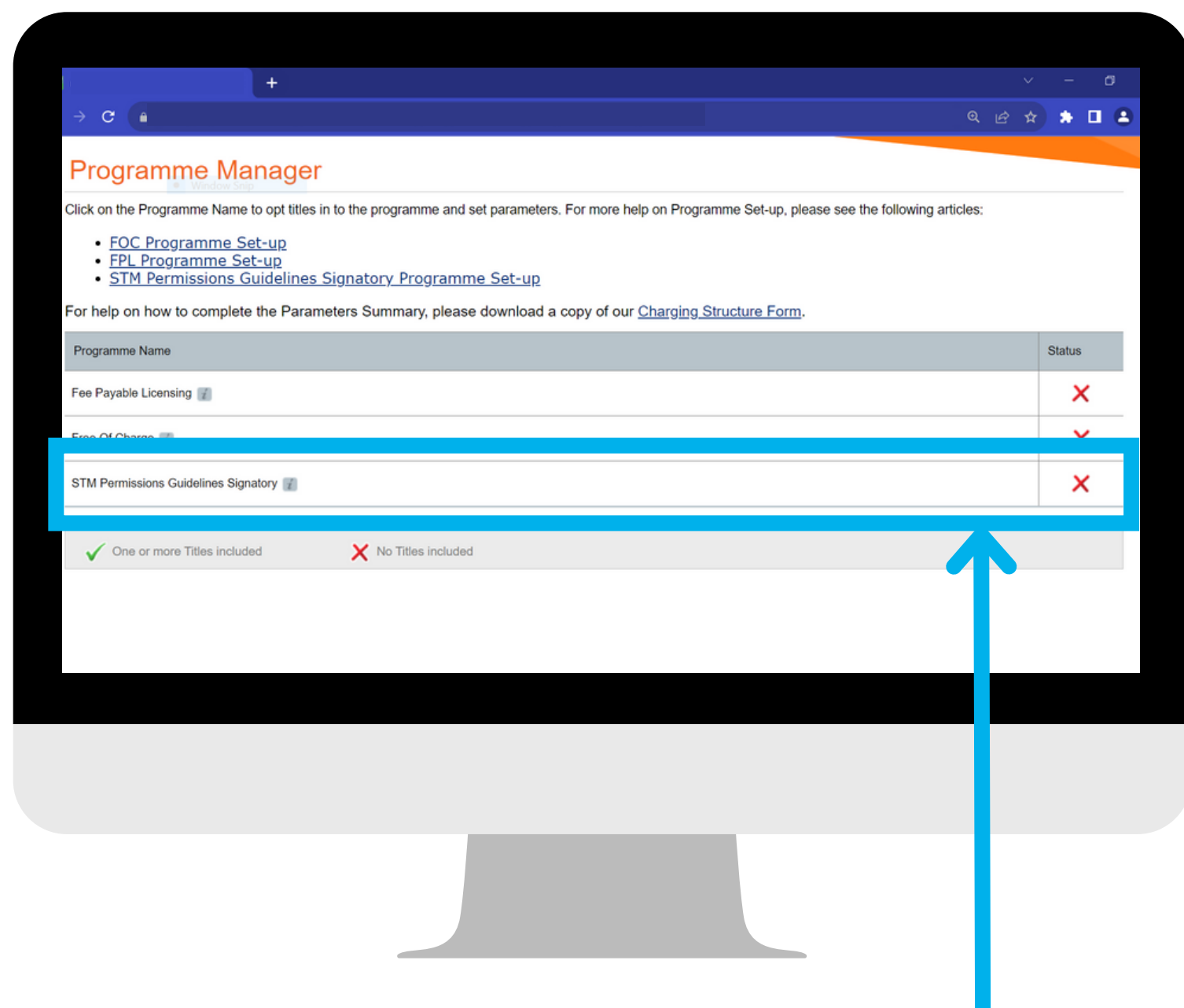
Opting-in All Titles

The STM programme enables PLSclear to automatically generate licences and quotations for charged for permission requests that fall within the STM guidelines.

You can opt all titles into the STM programme from the 'Title Manager > Programme Manager' page.



04.

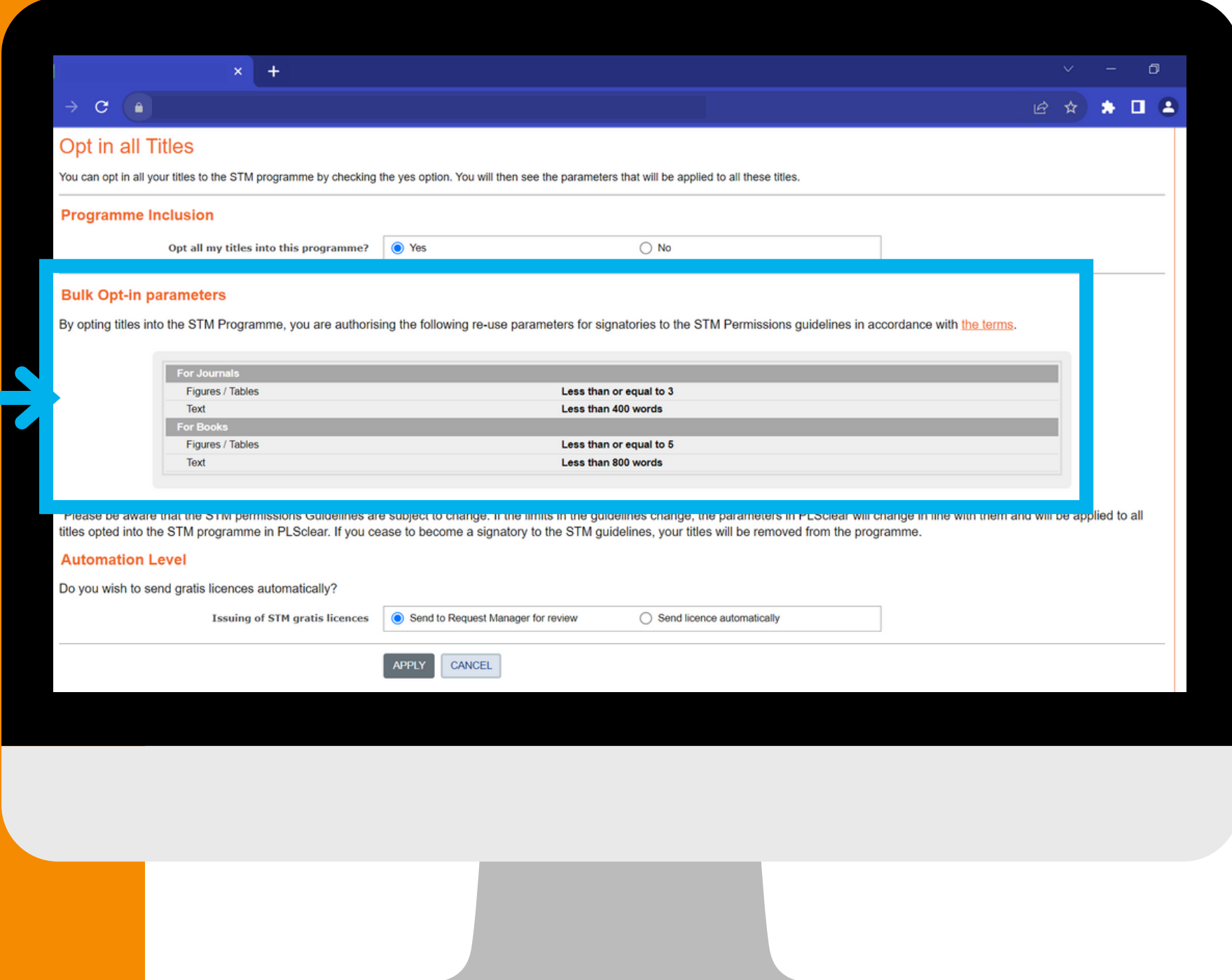


Click on the programme name that you want to edit. In this instance, **STM Permissions Guidelines.**

To opt all titles into the programme, select '**yes**' to '**opt all my titles into this programme?**'

A list of the agreed parameters for signatories will be displayed for you to review.

These parameters cannot be amended or changed.



Opt in all Titles

You can opt in all your titles to the STM programme by checking the yes option. You will then see the parameters that will be applied to all these titles.

Programme Inclusion

Opt all my titles into this programme? ☒ Yes ☐ No

Bulk Opt-in parameters

By opting titles into the STM Programme, you are authorising the following re-use parameters for signatories to the STM Permissions guidelines in accordance with [the terms](#).

For Journals	
Figures / Tables	Less than or equal to 3
Text	Less than 400 words
For Books	
Figures / Tables	Less than or equal to 5
Text	Less than 800 words

Please be aware that the STM permissions Guidelines are subject to change. If the limits in the guidelines change, the parameters in PLSclear will change in line with them and will be applied to all titles opted into the STM programme in PLSclear. If you cease to become a signatory to the STM guidelines, your titles will be removed from the programme.

Automation Level

Do you wish to send gratis licences automatically?

Issuing of STM gratis licences ☒ Send to Request Manager for review ☐ Send licence automatically

APPLY **CANCEL**

06.

Do you want to automate?

You have the option to issue STM licences automatically or manually review in your Request Manager.

If you choose to automate your STM licensing, all requests that fall within the STM parameters, will be licenced as soon as a request is submitted.

Opt in all Titles
You can opt in all your titles to the STM programme by checking the yes option. You will then see the parameters that will be applied to all these titles.

Programme Inclusion
Opt all my titles into this programme? ☒ Yes ☐ No

Bulk Opt-in parameters
By opting titles into the STM Programme, you are authorising the following re-use parameters for signatories to the STM Permissions guidelines in accordance with [the terms](#).

For Journals	
Figures / Tables	Less than or equal to 3
Text	Less than 400 words
For Books	
Figures / Tables	Less than or equal to 5
Text	Less than 800 words

*Please be aware that the STM permissions Guidelines are subject to change. If the limits in the guidelines change, the parameters in PLSclear will change in line with them and will be applied to all

Automation Level
Do you wish to send gratis licences automatically?

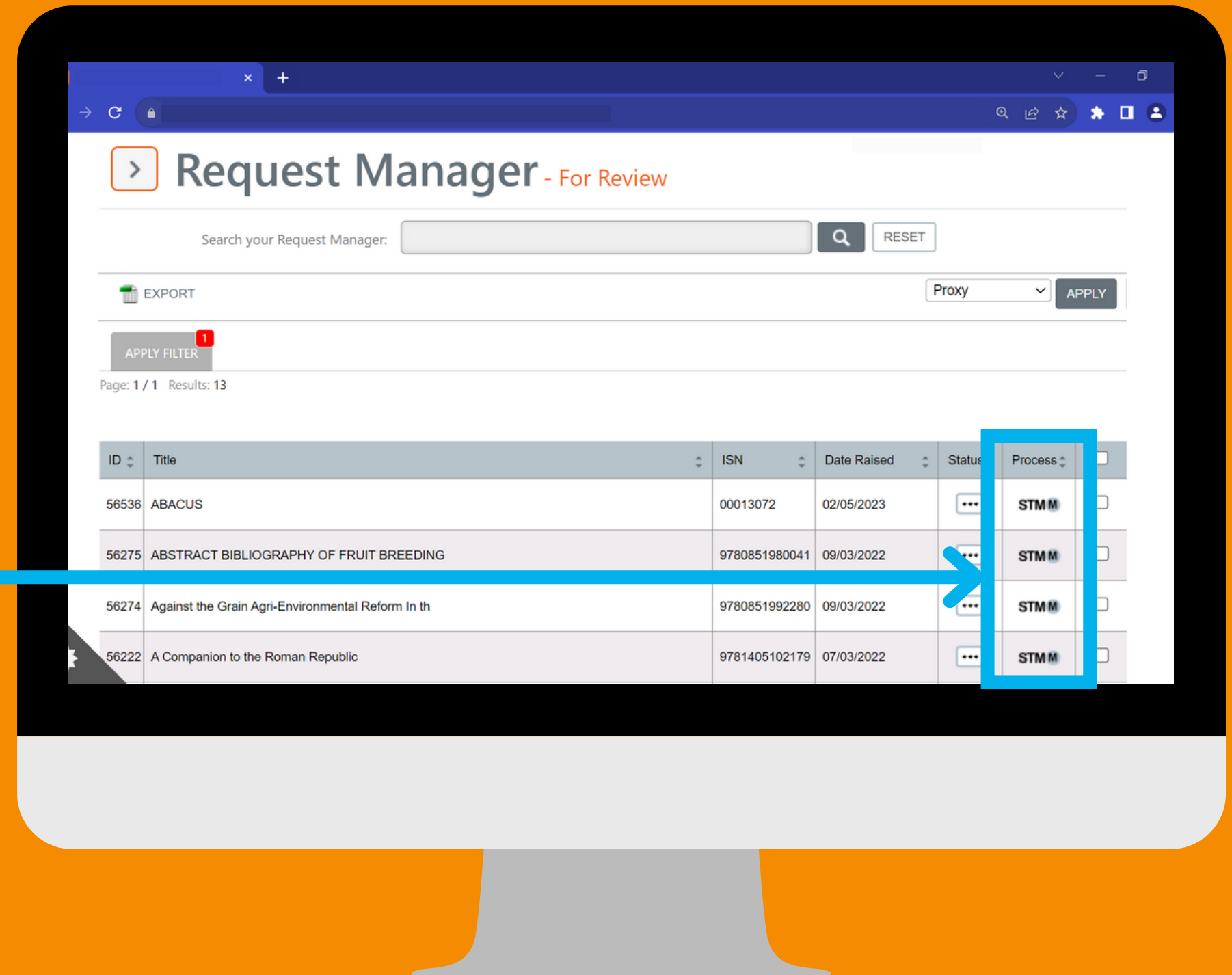
Issuing of STM gratis licences ☒ Send to Request Manager for review ☐ Send licence automatically

APPLY CANCEL

07.

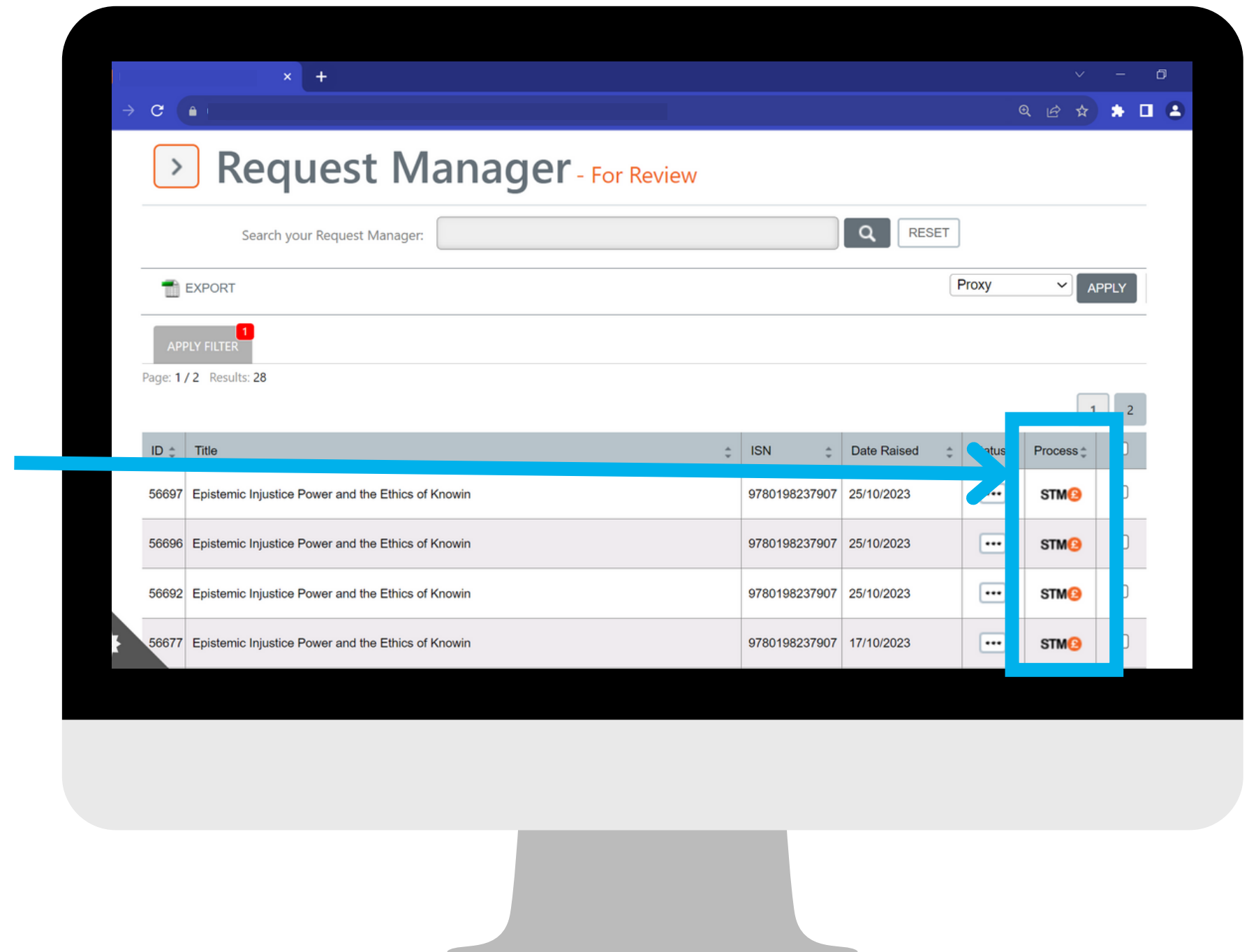
If you choose to manually review, an **STM icon STM M** will appear beside requests that fall within the set parameters.

You will need to review and respond to these requests.



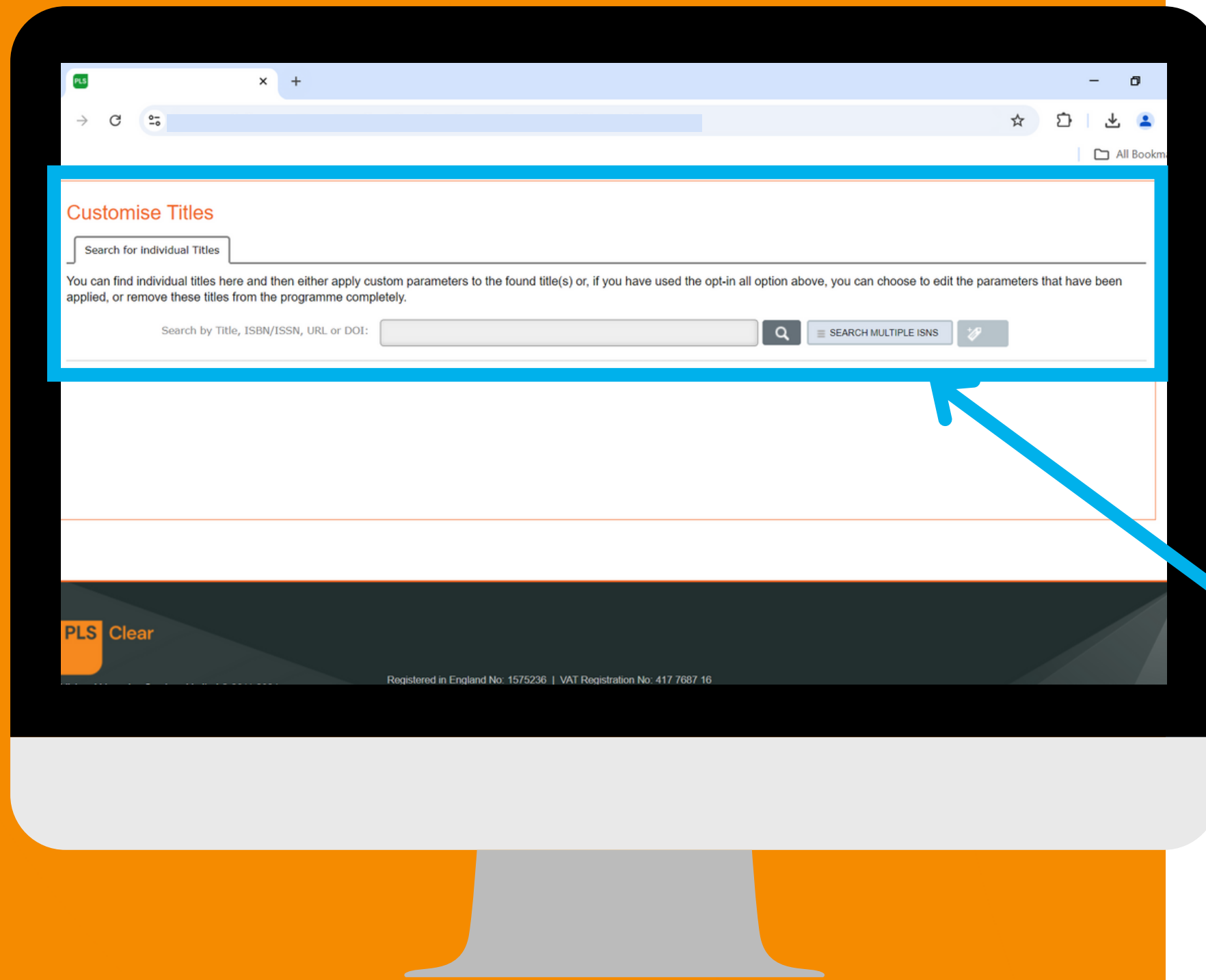
No matter what automation option you choose, requests that **fall outside** of the gratis guidelines **will not** be issued an automated response.

Instead, they will have an STM flag 'STM ' beside them in your Request Manager and may have a partial quote calculated based on your Fee Payable Licensing (FPL) settings.

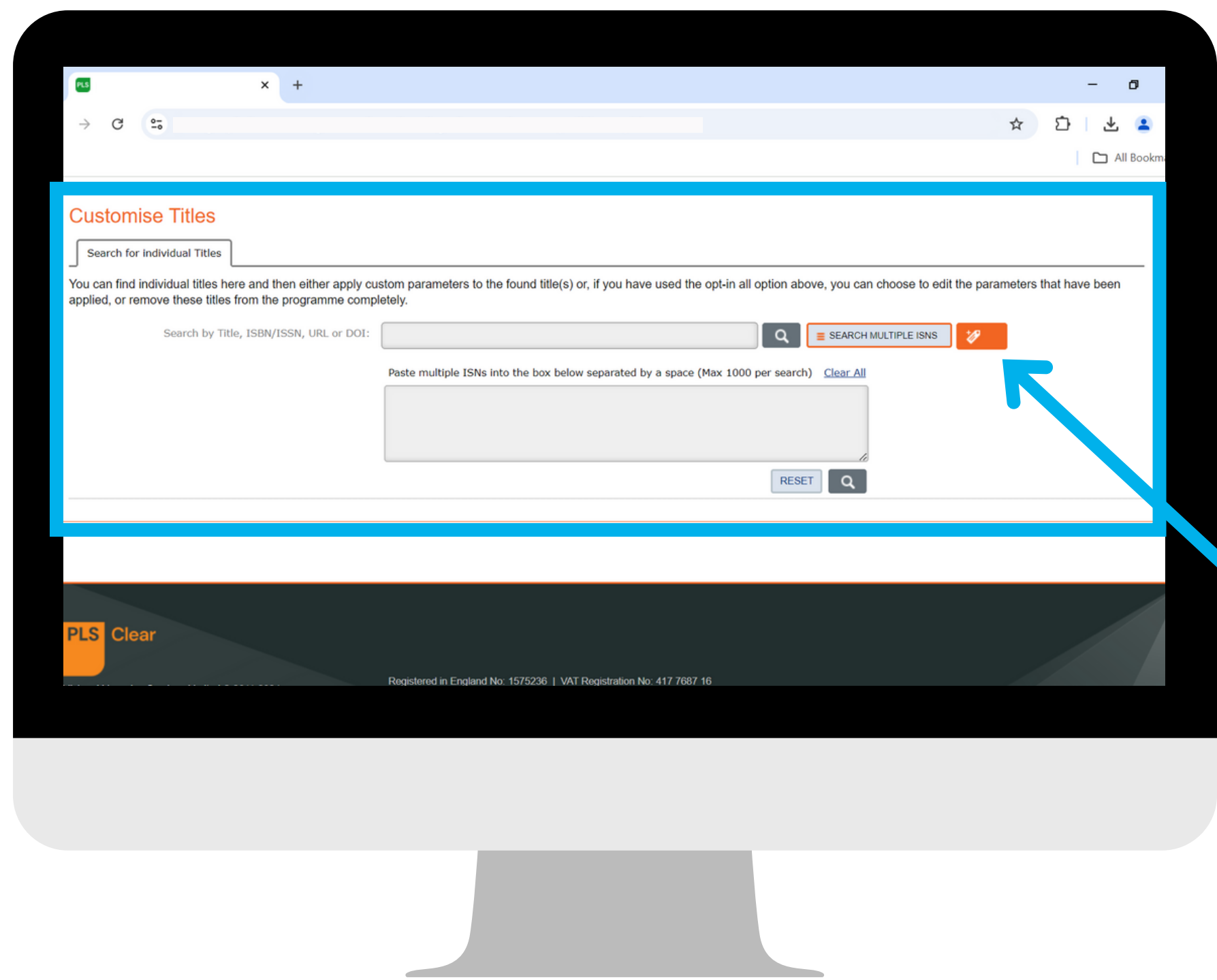


Opting-in Individual or Groups of Titles

If there is an individual or a group of titles you want to opt into the STM programme, you can do this in the **Customise Titles** section at the bottom of the **Programme Settings: STM Permissions Guidelines Signatory** page.



10.



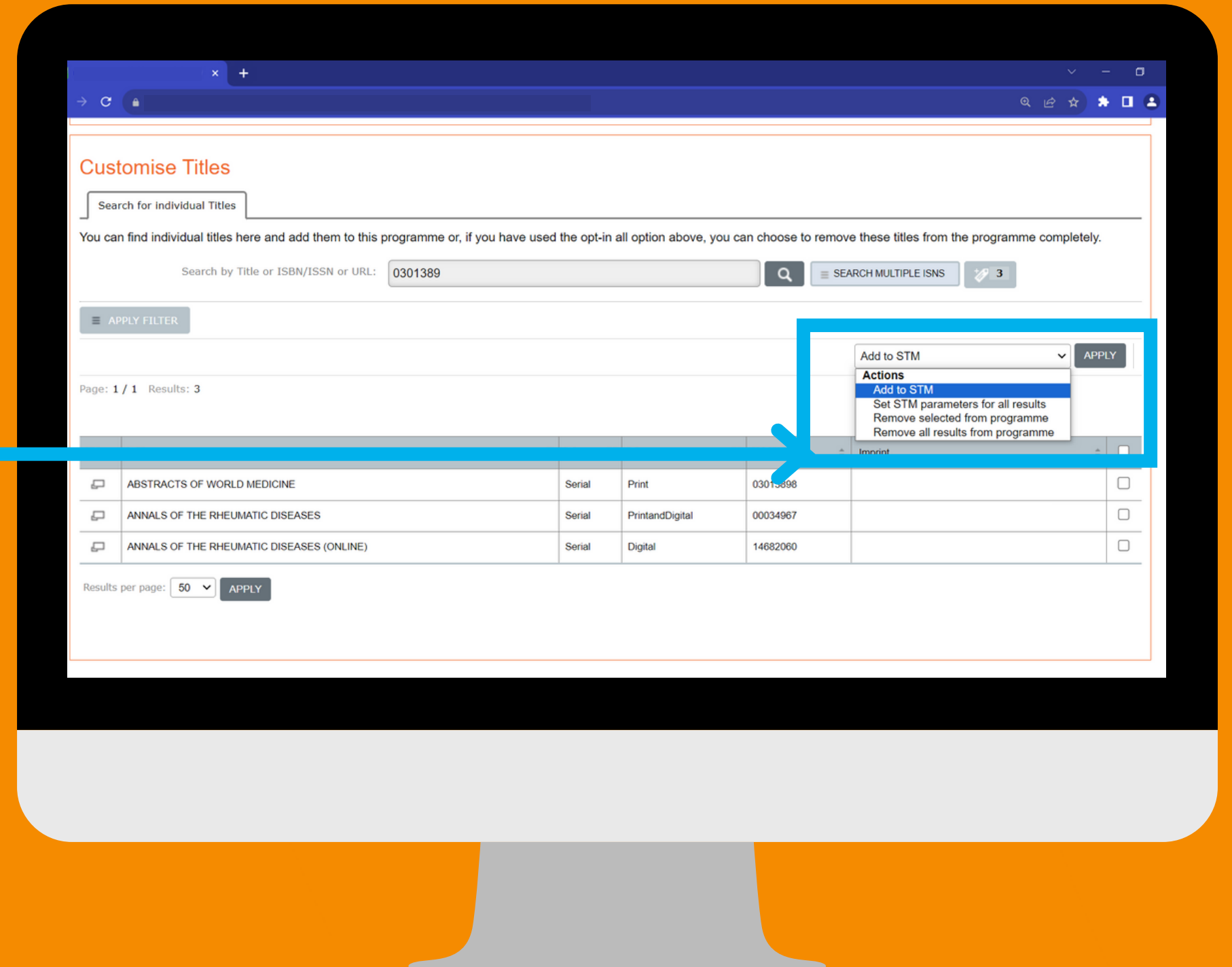
Search for the title/s you would like to include in the programme.

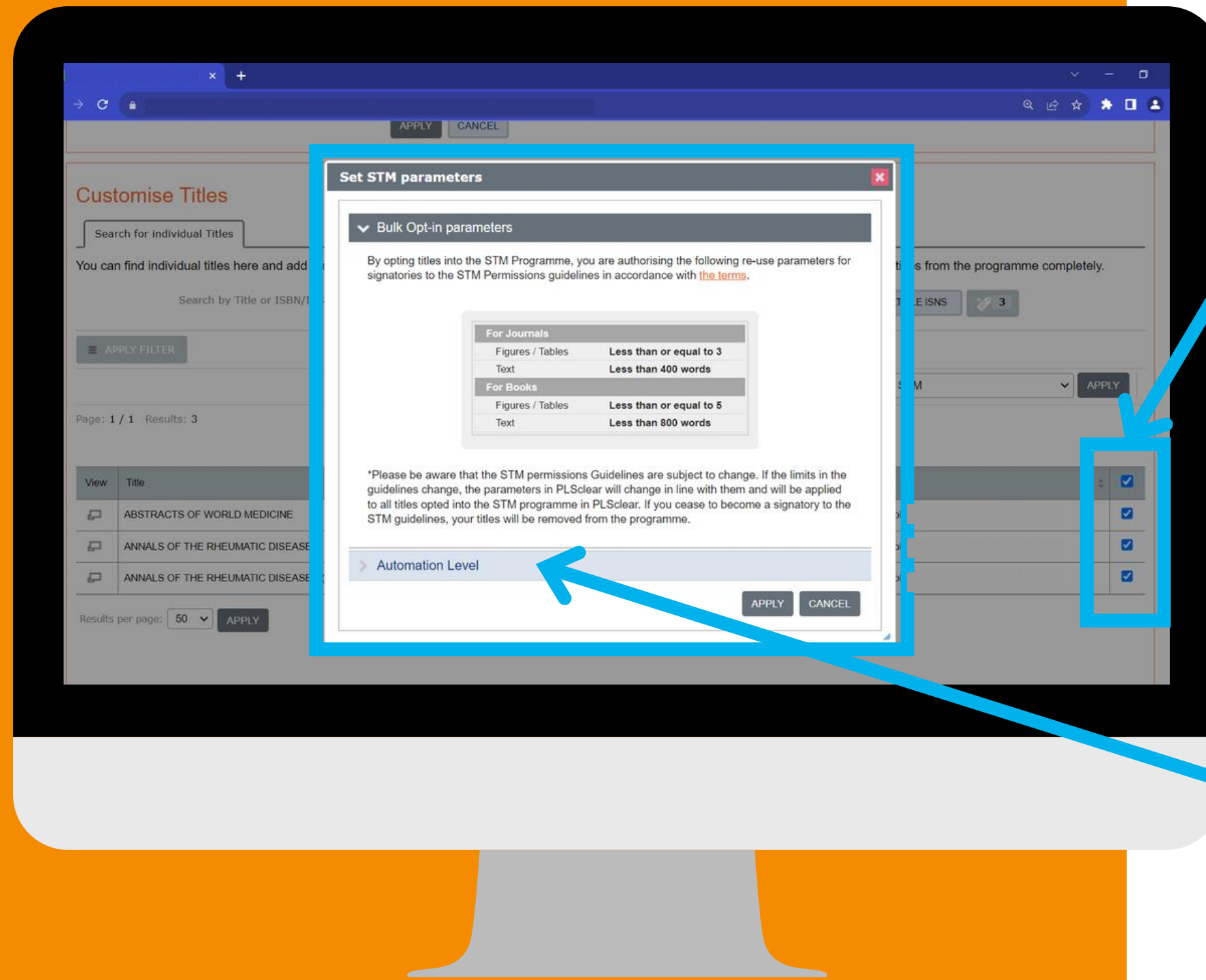
To search for a **group of titles**, click 'Search Multiple ISNS'.

Alternatively, you can select a **tag** that you've previously set up. This will return all titles with this tag + 

11.

When your search result/s are returned, select either **'Add to STM'** for selected titles or **'Set STM parameters for all results'** from the dropdown menu and hit **'Apply'**.





If you wish to opt in a **group of titles** from your search results, make sure you select these using the tick box.

A list of the agreed parameters for signatories will be displayed for you to review. **These parameters cannot be amended or changed.**

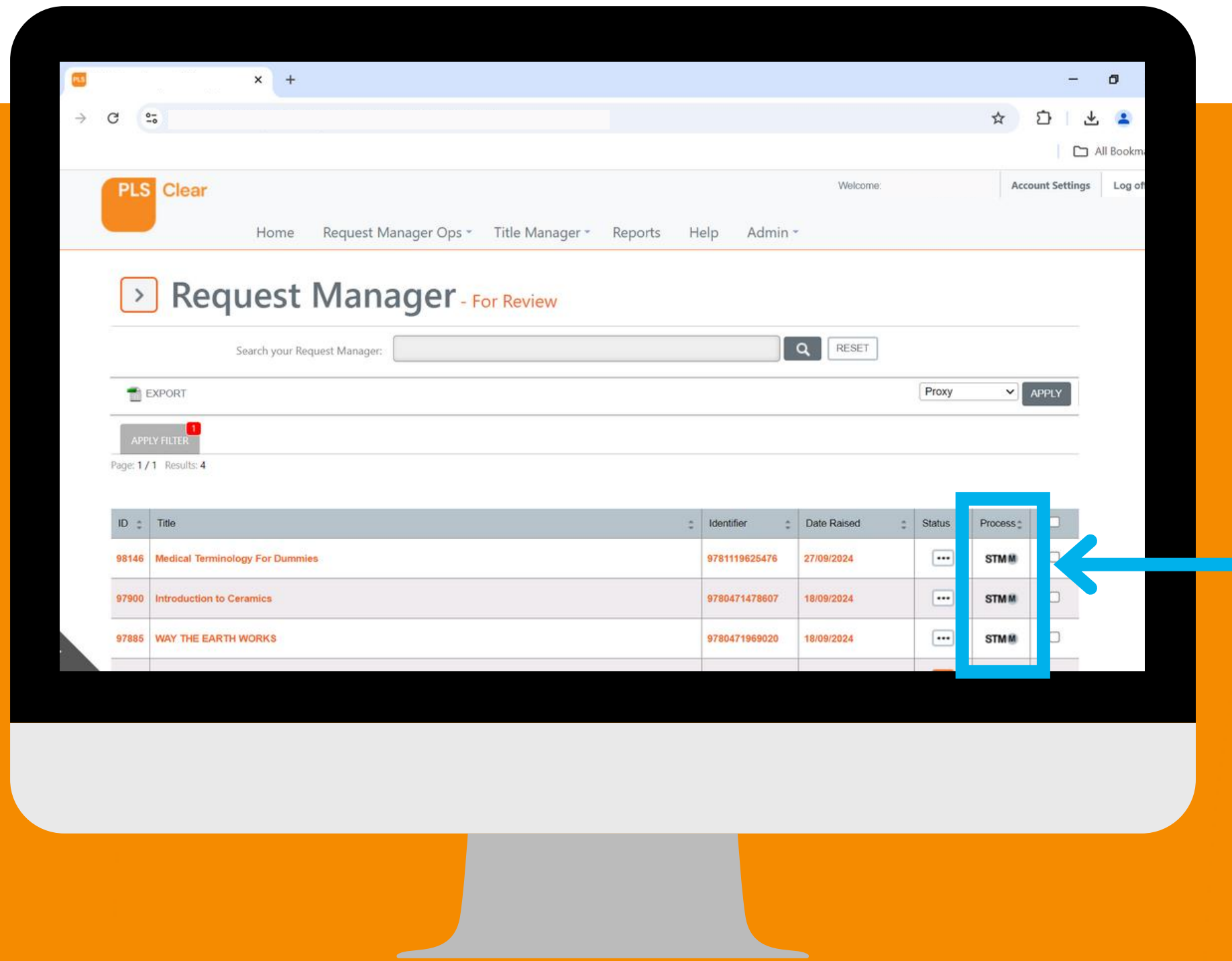
You can also choose your preferred automation level.

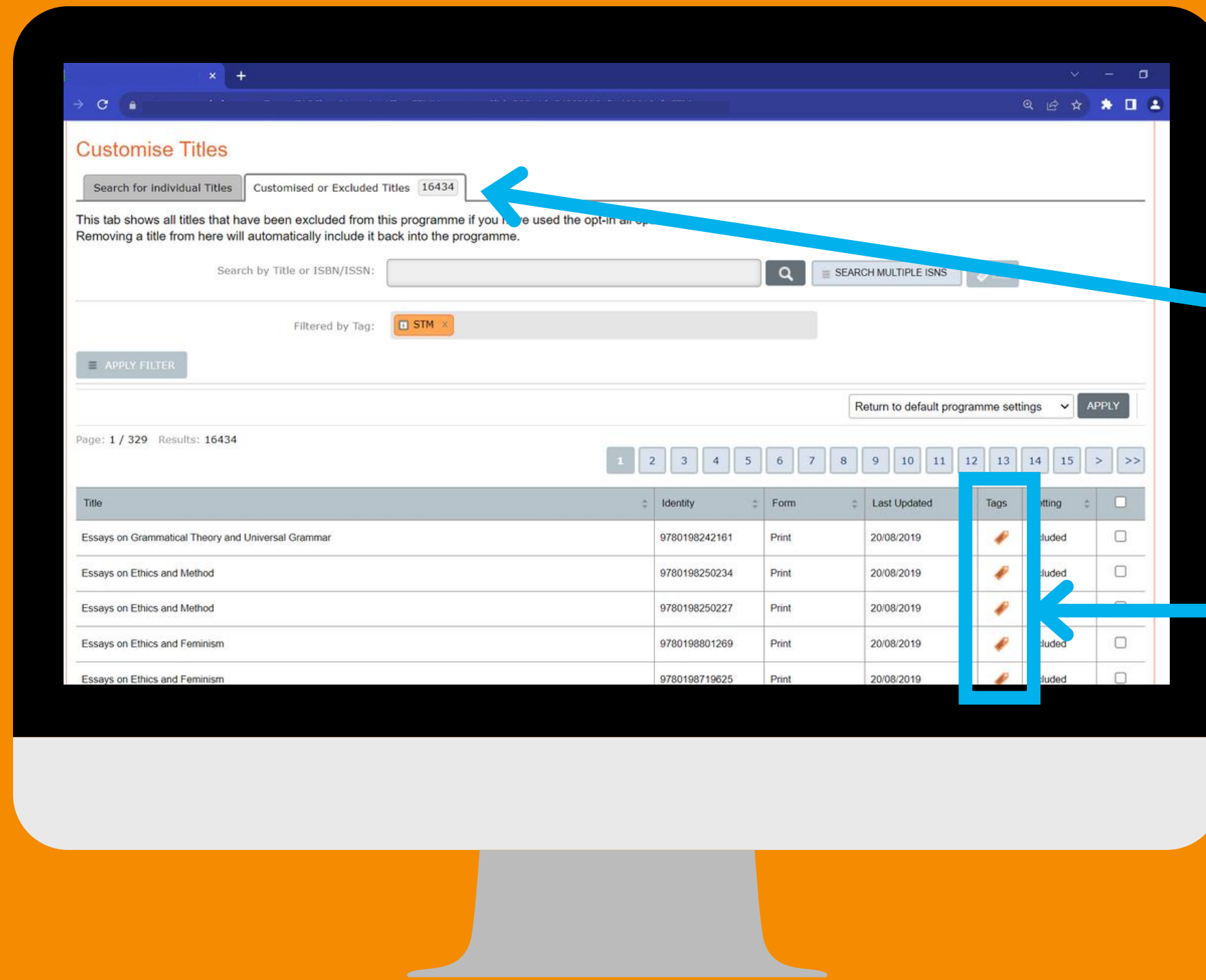
13.

Remember!

If you automate, all requests that fall within the STM parameters will be licenced **as soon** as they are submitted through PLSclear.

If you choose to manually review your requests, an STM icon 'STM **M**' will appear beside requests that fall within these parameters. You will need to review and respond to these requests.





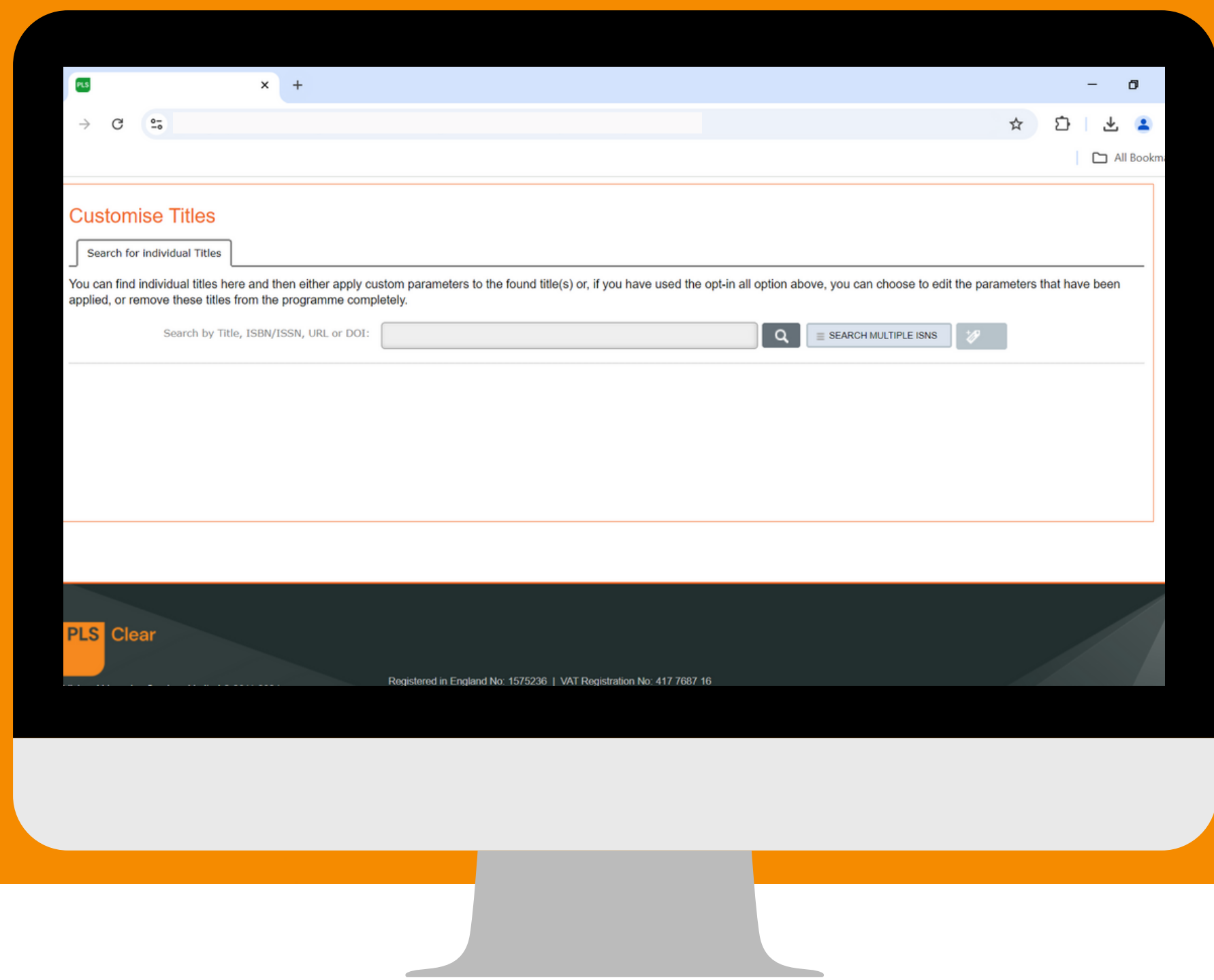
The title/s will now appear in the '**Customised or Excluded Titles**' list.

The title will also have an STM tag added automatically. The tag will be removed if you remove the title from the licensing programme.

15.

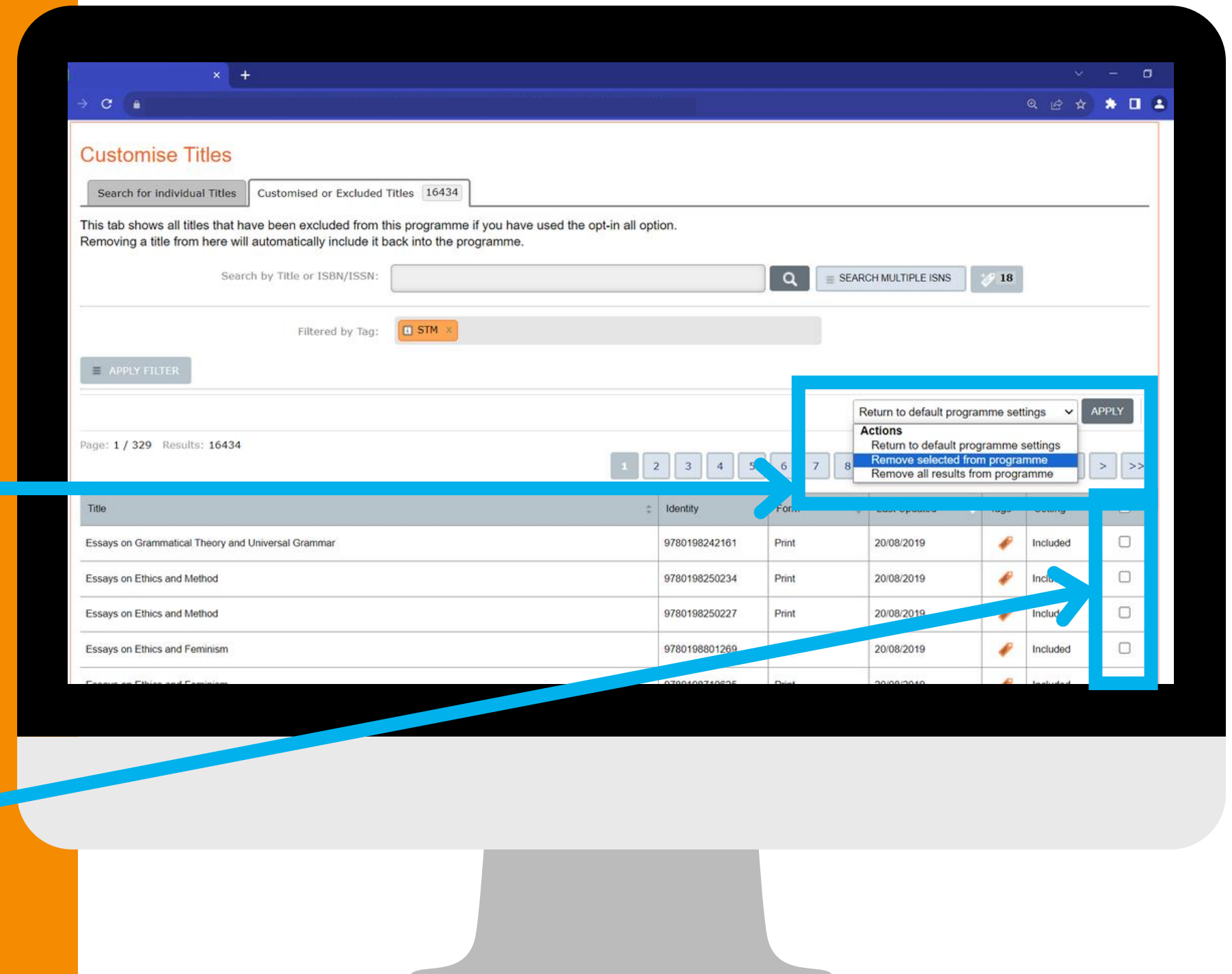
Excluding Individual or Groups of Titles

If there is an individual, or a group of titles you do not want included in the STM programme, you will need to follow the steps on pages 9 and 10 of this guide.



When your search result/s are returned, select either **'Remove all results from programme'** or **'Remove selected from the programme'** and hit **'Apply'**.

To exclude certain titles from your search results, make sure you select these using the tick box 



Titles that have been included or Excluded will now appear in the 'Customised or Excluded Titles' list.

