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- a) Maintain the UDC system and make available its updates, through the annual editions of *Extensions and Corrections to the UDC*, and the complete updated versions of the schedules, through annual releases of the UDC Master Reference File;
- b) Administer the licences to UDC publishers and other licensed users of the UDC, for non-publishing purposes;
- c) Generally promote the UDC system and support UDC publishers and users.

2 LICENSED USAGES OF THE UDC

2.1 A **Licence**, i.e., a formal permission from the UDCC is needed to:

- a) **Publish the UDC system**, either complete or any selections or parts of it, in any language, media, territory and period of time. The concept of publication, also referred to as 'edition', applies to any form of reproduction and distribution of UDC schedules, either for free or on a commercial basis, suitable for end-users, either professionals or open public.
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- c) **Use the UDC Master Reference File (MRF) for internal reference purposes on an intranet, or for loading classification data in a given information system** in which the information resources are organized according to UDC (e.g., a particular installation of a library automation system).
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- e) **Use the UDC Master Reference File (MRF) for educational purposes**, i.e. in library schools and other similar organizations.
- f) **Use the UDC Master Reference File (MRF) for personal aims**, e.g., individual study and research on UDC.

2.2 You DO NOT need a licence if:

- you apply UDC schedule content for information and knowledge organization from a copy of a publication (printed or CD-ROM) or by accessing an authorised UDC online service;
- you manually apply the UDC (i.e. there is no use of the UDC MRF) for organizing and indexing of resources for the purpose of document/shelf arrangement, organization of information gateways and library catalogue and in information retrieval where UDC numbers may appear as a part of your document labels or resource description.

3 TYPES OF LICENCES

3.1 According to the intended uses of the UDC or the MRF, the standard licences provided by the UDCC fall into the following categories:

- a) **UDC publishing licence** – contracted permissions for publishers of the UDC, commercial or institutional bodies, to produce and distribute editions of the UDC, usually translations, complete or partial, in given languages and media;
- b) **MRF licence for pre-publication work** - written conditions of MRF use, when licensing MRF for preparing an UDC edition, e.g., for executing a translation.
- c) **MRF licence for intranet and information systems** – written conditions of MRF use, when licensing MRF to load classification data into information systems in which the information resources are organized according to UDC (e.g., a particular installation of a library automation system).

- d) **MRF licence for institutional research projects** - written conditions of MRF use, when licensing MRF for use in institutional research projects that do not include the publication of an UDC edition;
- e) **MRF licence for educational purposes** - written conditions of MRF use for UDC teaching and studying;
- f) **MRF licence for personal use** - written conditions of MRF use, when licensing MRF for personal use, e.g. in study and research.

4. STANDARD UDCC LICENCES: SPECIFICATIONS AND FEES

4.1 Publishing licences

Publishing licences are required and the corresponding fees are due since the moment a publisher starts the actual publication and distribution of an edition and for the minimum period of 4 (four) consecutive years.

For licensed editions in print, and/or CD, no more payments are due after the 4th year for the licensed editions in print, and/or CD, even if the edition is still in distribution. To each new edition (2nd, 3rd, etc.) from the same publisher the same rules apply.

Note: A publishing license is not needed for the period of preparation of an edition (e.g., preparing a translation). In this case, an *MRF License for Pre-publication Work* is advised (see 4.2). With such a license, the future publisher gets MRF and can secure its rights to publish anticipating its choice of publishing license according to 4.1.3.

4.1.1 Additional publishing of partial updates

For the publishing of partial updates, i.e., publications that partially update an already licensed edition without replacing its whole content, there is an additional fee of 15% of the license fee of the base edition it refers to, also due for four years. This applies to each update issued for an edition.

4.1.2 Exclusive and universal publishing licences

Through their financial contribution to the UDCC operation each Member of the Consortium has an automatic and exclusive universal right to publish UDC in their own language and in any medium. At present, these languages are English, French, Russian, Spanish and Czech. Consequently, publishing UDC in these languages requires the agreement of the licence owner.

4.1.3 Licences for publishing in particular language and media

Publishers may apply for a Licence to publish UDC editions in languages other than those mentioned in 4.1.2, and subject to the availability of rights in other languages, according to the following fee scheme.

Media Price in Euros	Extent of the edition			
	Publication of < 50% of MRF		Publication of ≥ 50% of MRF	
	1 year fee	4 years fee	1 year fee	4 years fee
Print / CD (valid for both)	700	2,000	1,300	4,000
Internet	2,000	6,000	3,150	10,000
All media	2,500	7,500	4,000	12,000

Four year fees are discounted fees intended for payment in advance, i.e., when signing the licence contract.

4.1.4 Combined languages (multilingual) editions

Publishing licences for multilingual UDC editions involving languages already taken as exclusive by another publisher require an agreement negotiated with and provided by the owner of the second language rights. In such cases, the UDCC will inform about the publisher to be contacted. Publishing licences for multilingual UDC editions that do not involve languages already taken as exclusive by another publisher have an additional fee of 50€.

4.2 MRF licences

MRF licence fees are based on the type of use that is to be made of the UDC MRF. These are NOT publishing licences, but rather terms and conditions of use of MRF data by restricted communities of authorized users, in a non-public environment. The following fee scheme applies:

LICENCE	Annual fee	3-year fee
MRF licence for pre-publication work <i>For publishers, either commercial or institutional</i>	300	750
MRF licence for intranet and information systems <i>For library and other information systems using UDC</i>		
Intranet or Individual system	200	500
Co-operative system – up to 10 institutions	500	1,200
Co-operative system – 11 or more institutions	1,000	2,500
MRF licence for educational purposes <i>For library schools</i>	100	220
MRF licence for institutional research projects <i>For institutions or consortia</i>	300	750
MRF licence for personal use <i>For private persons only</i>	130	300

Three year fees are discounted fees intended for payment in advance.

Each MRF Licence Agreement provides the conditions under which the MRF data can be used. MRF licences include the provision by the UDCC of the new MRF releases during the period of the paid licence.

5. NON-STANDARD LICENCES

For special situations considered exceptional or not covered by the standard licence scheme, the UDCC is open to discussion and reserves the right to negotiate different licence conditions and fees.

6. LICENCE APPLICATIONS AND GENERAL PROCEDURE

All licence applications, and all clarifications needed, are submitted to and dealt with by the UDCC Office.

Licence application forms are available at the UDCC website, at <http://www.udcc.org/licence.htm>.

Publishing licences are prepared by the UDCC Office following verification that the required licence does not conflict with other already existing licences, e.g. for the same language, and issued when all aspects of the licence are clear for both parties, the UDCC and the licensee. Publishing licences are issued in English and signed by both parties in duplicate.

MRF licences are issued by the UDCC Office upon verification and approval of the licence application and following the payment. In the process of application, clients have to state the purpose of UDC MRF use and agree with conditions of use. MRF licences confirm the terms and conditions of use, defined by the UDCC and issue to the client, signed by the UDCC Office only.

7. UPDATES TO THE LICENSING SCHEME

The UDCC reserves the right to update and change the licensing scheme whenever required, following an advance notice to licensees and users. In such an event, existing licences will retain the conditions under which they were originally issued, unless otherwise agreed between the UDCC and the licensees.