
Out-of-Commerce Works Portal

User Guide

Rights Holder/Public User

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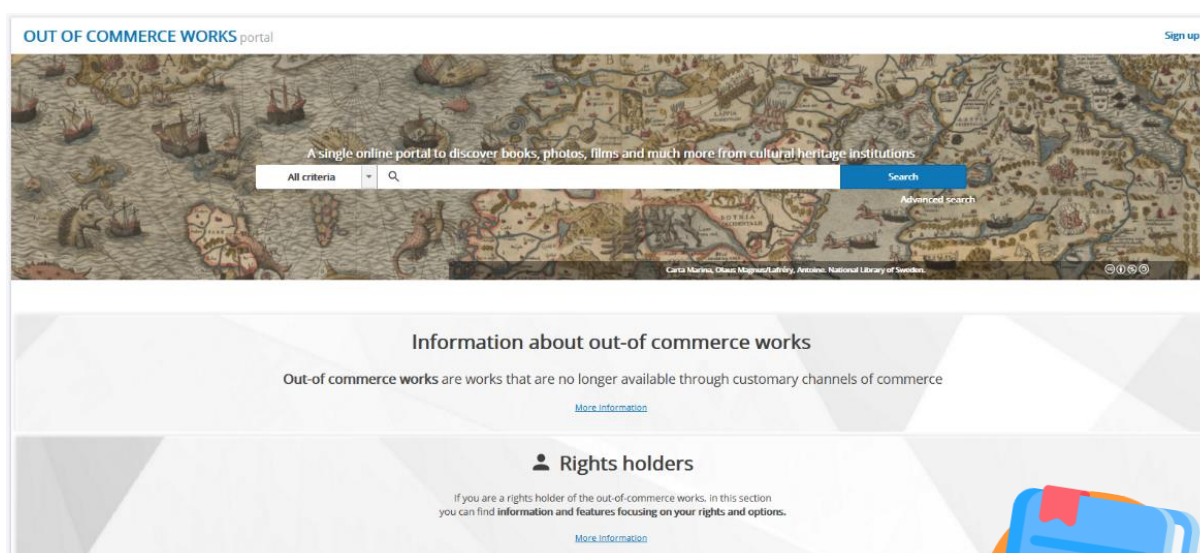


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1 GETTING STARTED

1.1 OUT-OF-COMMERCE WORKS PORTAL USERS

There are four different types of users in the Out-of-Commerce Works Portal (see table below). The system is designed to offer different views and workflows to each user type.

User type	Description
Public Internet User	This is a public user. (S)he is any internet user wishing to access the Portal, including rights holder.
Organisation User	This is a registered user representing a Cultural Heritage Institution/Collective Management Organisation/Public Authority organisation
National Contact Point User (NCP)	This is a registered user representing a National Contact Point

1.2 BASIC CONCEPTS

1.2.1 RECORD STRUCTURE

Fundamental concepts used inside the portal are the record and the works included in a record.

A record is an entry on the Portal with information about either an individual work or a set of works, including information about embedded works.

The record may be created with the following levels of information:

- A set of works which might include individual work(s) which might include embedded work(s).
- An individual work which might include embedded work(s).

1.2.2 RECORD ROLES

In the context of this user guide:

- The organisation creating a record is called 'Record owner'.
- Any other registered organisation that may update an already created record is called 'Record contributor'.

A record contributor may only add/update specific record attributes (for more details see chapter *Update a record*.)

Also, there is a possibility that a registered organisation may be defined as 'Party to a license' for a record. In general, a party to a license can be both registered and unregistered organisations.

1.3 ACRONYMS AND ABBREVIATIONS

Acronym or Abbreviation	Definition
CHI	Cultural Heritage Institution
CMO	Collective Management Organisation
EA	EUIPO administrator
NCP	National Contact Point
OoC	Out-of-Commerce
OoCW	Out-of-Commerce Works
PA	Public Authority

2 PUBLIC USER FUNCTIONALITIES

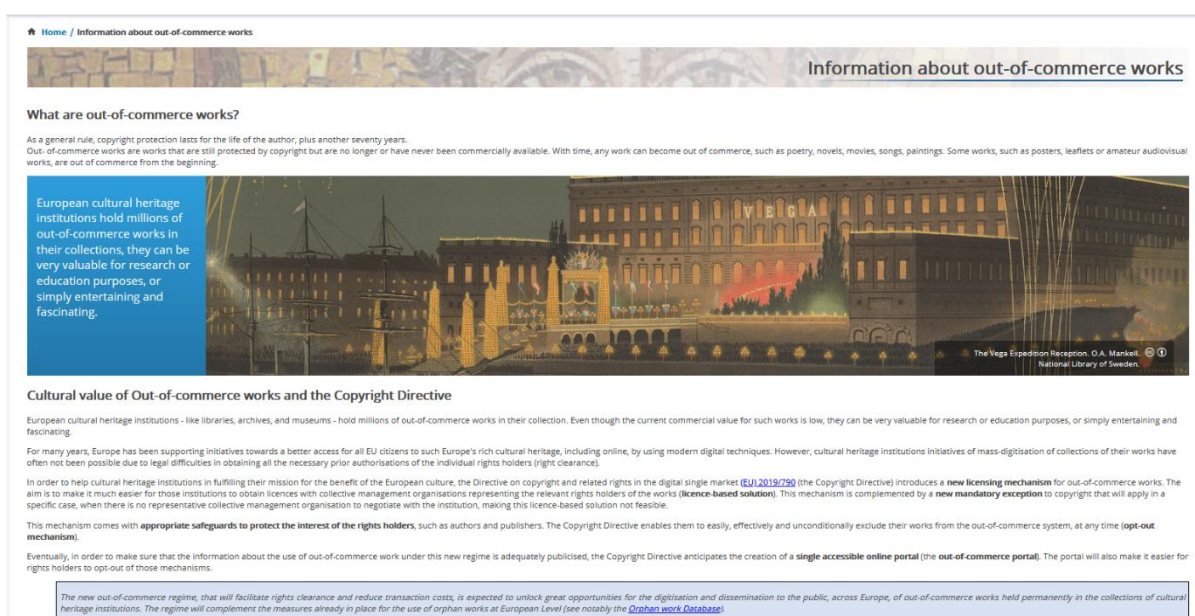
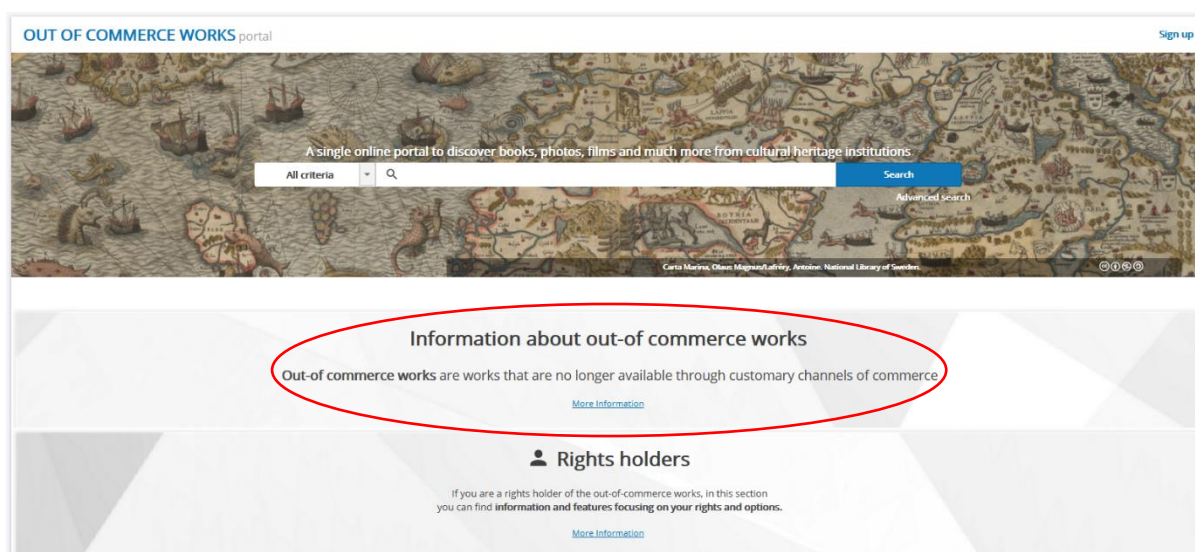
A public user (PU) is any person that can access to OoCW portal through the Internet. The PU can represent a rights holder who may request for an opt-out with respect to the OoC works recorded in the portal. The PU can also represent a non-registered organisation accessing the portal in order to request its registration as a user organisation in the portal.

A user with the PU profile can access OoC works recorded in the portal and make use of several functionalities:

- Perform simple and advanced search of OoC works;
- Request the registration of a new organisation as user of the portal;
- Request a general opt-out and/or specific opt-out for OoC works.

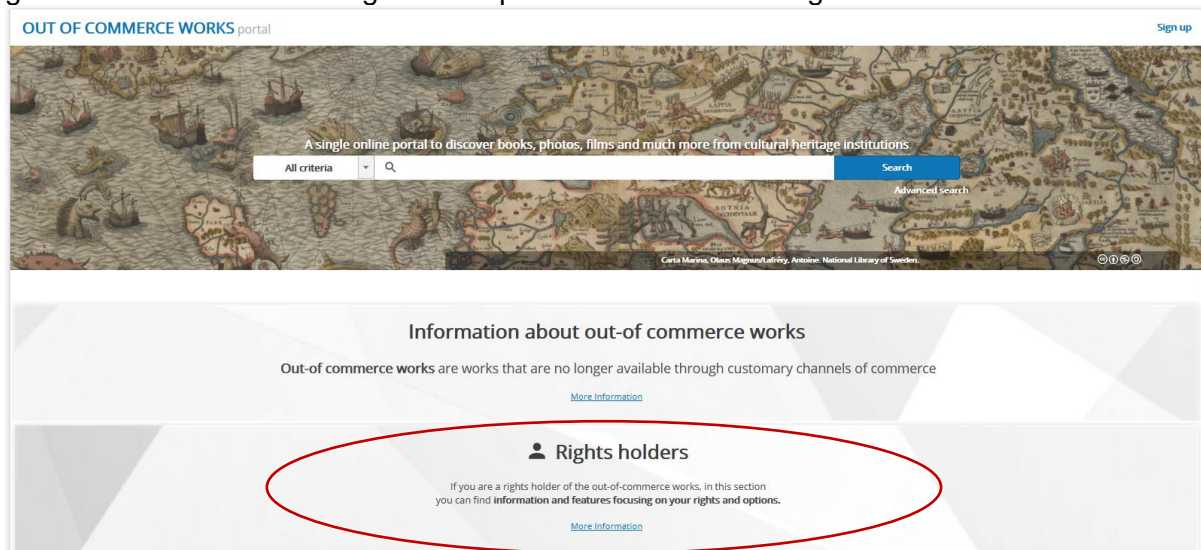
2.1 INFORMATION ABOUT OUT-OF-COMMERCE WORKS

A PU can access the 'Information about out-of-commerce works' section from the home page.



2.2 RIGHTS HOLDERS' SECTION

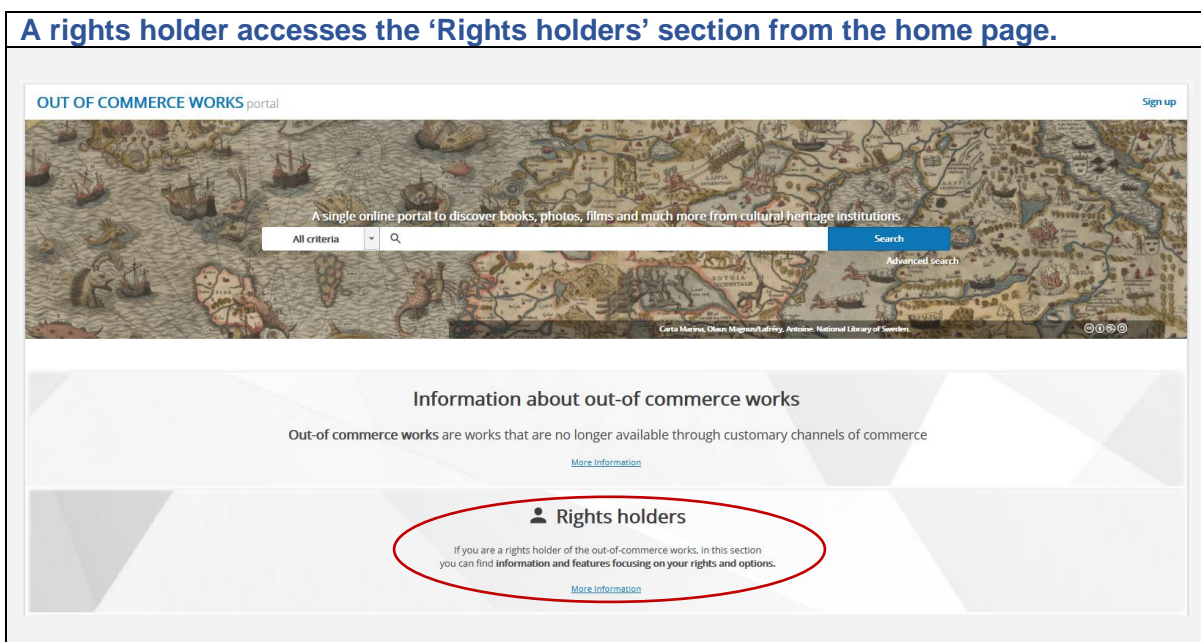
“Rights holder information” section is accessible from the Home page. This section provides general information about rights and options available to the rights holders of OoC works.



2.2.1 GENERAL OPT-OUT

A PU can request a general opt-out or see a list of available general opt-outs requested via the Portal from the 'Rights holders' section.

A rights holder accesses the 'Rights holders' section from the home page.



The page displays general opt-out functionalities.

General opt-out:

- A general opt-out applies in relation to all the works, all the licences or all the uses under the exception or limitation

The portal facilitates the general opt-out by sending information to the organisation(s) responsible for dealing with opt-out requests in the Member State(s). The general opt-out is not linked to a particular record in the portal, but should be requested by filling in the general opt-out request form, so that your request can be sent to the relevant organisation(s) dealing with opt-out requests.

Specific opt-out:

- A specific opt-out applies in relation to particular works, particular licences or uses under the exception or limitation. A specific opt-out is initiated for a specific record in the portal, which can be found via the portal's search mechanism.

A specific opt-out request can be **full** or **partial**:

- Unless the rights holder specifies otherwise, the specific opt-out request is full, i.e. for the whole record to which it corresponds at the time it is requested.
- Regarding partial opt-outs, multiple variations are possible, such as:
 - a rights holder can choose to opt-out for one or several individual works under a set of works;
 - the rights holder could opt-out for one or several embedded works under an individual work;
 - opt-out is initiated for one of several author(s)/rights holder(s) or for one of several licence(s) within a record.

After a record has had a related specific opt-out request initiated, the record itself will reflect this status. Any user can find a record via the portal's search mechanism to check on a record's status.

Outcomes or decisions about specific opt-out requests are entered into the portal, i.e. institutions processing opt-out requests will log in the portal to indicate whether they accept or decline each opt-out request.

Consequences of the opt-out (which occur outside the portal):

- Any ongoing uses of the work(s) are terminated within a reasonable period;
- When the uses take place under a collective licence, the collective management organisation ceases to issue licences covering the uses concerned.

Additional options and features offered by the portal for the rights holders:

Public users can view a list of general opt-outs in the portal

Public users can request a general opt-out

General opt-out request
[See a list of general opt-outs](#)

A rights holder may fill in and submit the general opt-out request form.

OUT OF COMMERCE WORKS Portal

Sign up

Home / Rights Holders / General opt-out

General opt-out

As a rights holder you may, at any time, exclude your works from the licensing mechanism or from the application of exception or limitation. This can be done by requesting a general opt-out. The portal facilitates the general opt-out by sending information to the organisation(s) responsible for dealing with opt-out requests in the Member State(s).

In order to proceed, please fill in the form below, so that your request can be sent to the relevant organisation(s) dealing with opt-out requests.

Rights holder

Name * ID *

Type at least 3 characters

Do you agree to make your name publicly visible in the portal? * ☐ Yes ☐ No

Email * Telephone * Country *

Opt-out comments *

☐ I'm not a robot

[Cancel](#) [Send Request](#)

Rights holder notification:

The rights holder is notified via email about the general opt-out request.

A PU can access a list of general opt-outs that have been requested via the portal.

OUT OF COMMERCE WORKS Portal

Sign up

Home / Rights Holders / List of general opt-outs /

List of general opt-outs

Items per page: 10

Request ID	Rights Holders Name	Rights Holder ID	Country	Opt-out comments	Request date
1			Germany	This is an Specific...	01/06/2021
2			Germany	This is an Specific...	01/06/2021
3			Germany	This is an Specific...	01/06/2021
4			Germany	This is an Specific...	01/06/2021
5			Germany	This is an Specific...	01/06/2021
6			Germany	This is an Specific...	01/06/2021
7			Germany	This is an Specific...	01/06/2021
8			Germany	This is an Specific...	01/06/2021
9			Germany	This is an Specific...	01/06/2021
10			Germany	This is an Specific...	01/06/2021

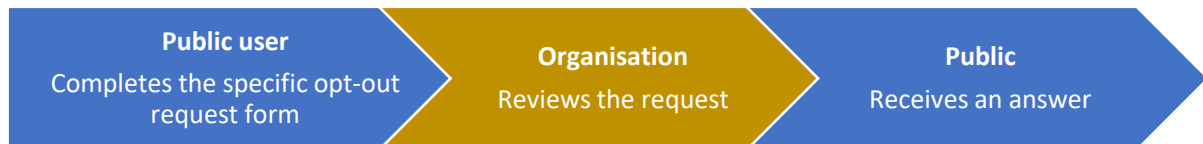
Showing 1 - 10 of 89 Results

Displaying page 1 of 2

2.2.2 SPECIFIC OPT-OUT

A rights holder can access the OoCW portal as a PU to identify his/her work(s) presented in the search results (either in image view or table view) after a simple or advanced search (see 2.4 Simple and Advanced search).

Furthermore, a rights holder can request a specific opt-out for his/her works by completing the specific opt-out request form in the system, or by directly contacting the record owner organisation. Below you can find a table with an explanation of the process:



Identification of the OoC work in image view:

The screenshot shows the 'Basic Search' results page in image view. It displays four work cards. The first card is for a 'Literary work' titled 'Test for Opt out'. It has a status of 'Partially opted-out' and 'Opt-out requested'. A blue callout box points to this card with the text 'A PU can request for a specific opt-out'. The second card is for a 'Literary work' titled 'test 55 title' with a status of 'Out of commerce under 6 months period'. The third card is for 'Software' titled 'test 55 title55'. The fourth card is for a 'Literary work' titled 'test 55 title'.

Identification of the OoC work in table view:

The screenshot shows the 'Basic search' results page in table view. It displays a table with columns: File N., Title, Category, Status, and Opt-out. A blue callout box points to the 'Opt-out' column with the text 'A PU can request for a specific opt-out'. The table shows several rows of results, including 'OOC_INDIVIDUAL_WORK...', 'OOC_EMBEDDED_WORK_2...', and 'OOC_CREATOR_EMBEDDED...'. The status for all rows is 'Under 6 months'.

File N.	Title	Category	Status	Opt-out
849872537009933445	OOC_INDIVIDUAL_WORK...	Literary work	Under 6 months	ⓘ
849872537009933441	OOC_INDIVIDUAL_WORK...	Literary work	Under 6 months	ⓘ
849872537009933447	OOC_INDIVIDUAL_WORK...	Literary work	Under 6 months	ⓘ
849872537009933449	OOC_INDIVIDUAL_WORK...	Literary work	Under 6 months	ⓘ
849872537009933450	OOC_INDIVIDUAL_WORK...	Literary work	Under 6 months	ⓘ
849872205542834176	OOC_EMBEDDED_WORK_2...	Literary work	Under 6 months	ⓘ
849872205542834177	OOC_EMBEDDED_WORK_2...	Literary work	Under 6 months	ⓘ
849872205542834179	OOC_EMBEDDED_WORK_2...	Literary work	Under 6 months	ⓘ
84987250788112038	OOC_EMBEDDED_WORK_2...	Audiodisc or cine...	Under 6 months	ⓘ
84987282259565460	OOC_INDIVIDUAL_WORK...	Literary work	Under 6 months	ⓘ

Request a specific opt-out after opening a record in view mode.

OUT OF COMMERCE WORKS Portal

[Home](#) / [Basic search](#) / Individual work 989193707374911488

[← Back to results](#) Individual work 989193707374911488 [Request opt-out](#)

File number ⓘ: 989193707374911488

Metadata provider ⓘ: [MIP](#)

Holding institution ⓘ: [MIP](#)

Status ⓘ: Opt-out requested

Internal reference ⓘ: test1231323

Category of work ⓘ: Literary work

Title ⓘ: test




Authors ☒ No information available

Rights holder

Opt-out history

Record log

Request a specific opt-out for a use of work after opening a record in view mode.

Uses of work(s)							
Legal basis	Date start of use	Country/ies of use	Party 1	Party 2	Web page	Additional information about the use	Opt-out
LICENSE		Croatia, Austria, E...	Bulgaria PA	TEST			
EXCEPTION_OR_LIMITA...	2022-06-10	Belgium			https://www.poderju...		
LICENSE	2022-06-14	Austria, Malta	PA Hungary	TEST COMPANY DE 162...			
Showing 3 of 3 Results							
Displaying page				1	of 1		

Fill in the form with contact information and details about the specific opt-out request.

In order to proceed, please fill in the form below, so that your request can be sent to the relevant organisation dealing with opt-out requests in the Member State.

Please note that it is possible to request an opt-out either for the whole record, or for specific uses specified under the record (e.g. specific licence). If you wish to opt-out for an embedded work or an individual work under a set of works only, please specify this in the "Opt-out comments" field.

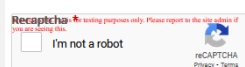
Rights holder

Name * ⓘ ID ⓘ

Do you agree to make your name publicly visible in the portal? * ⓘ ☐ Yes ☐ No

Email * ⓘ Telephone ⓘ

Opt-out comments * ⓘ



* Mandatory fields

[Cancel](#) [Send Request](#)

The rights holder is notified.

The rights holder is notified via email about the specific opt-out request.

Organisation(s) linked to the record are informed.

The organisation(s) linked to the record, that is, organisation owner of the record, as well as organisation parties to a licence, are informed about pending specific opt-out request.

Organisation owner of the record updates the record status with opt-out outcome.

The organisation owner of the record updates the status of the affected record either by accepting or rejecting the opt-out request.

The rights holder is notified.

The rights holder is notified via email about the resolution of the specific opt-out request.

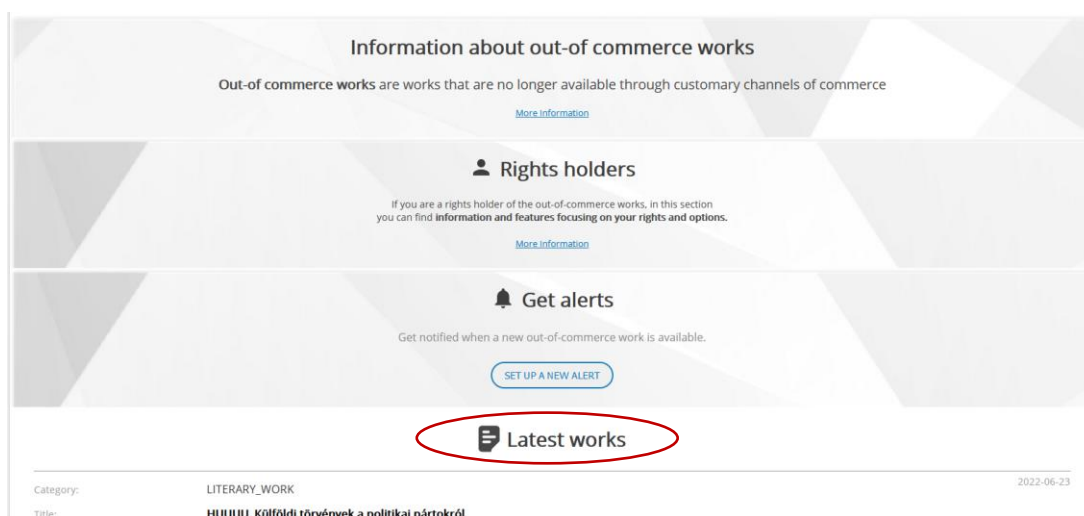
A specific opt-out request can be full or partial:

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- Regarding partial opt-outs, multiple variations are possible, such as:
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 - the rights holder could opt-out for one or several embedded works under an individual work;
 - an opt-out is initiated for one of several author(s)/rights holder(s) or for one of several licence(s) within a record.

After a record has had a specific related opt-out request initiated, the record itself will reflect this status. Any user can find a record via the portal's search mechanism to check on a record's status.

2.3 LATEST ADDED WORKS SECTION

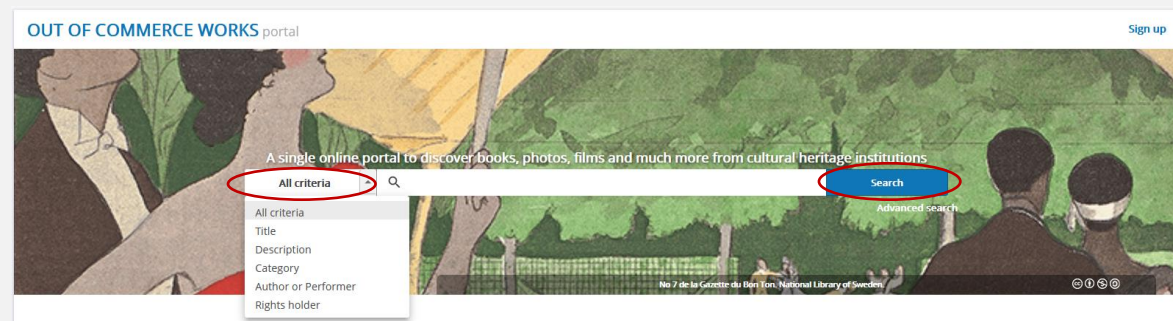
The Portal displays the OoC works that were last included in the Portal. This feature is available in the home page.



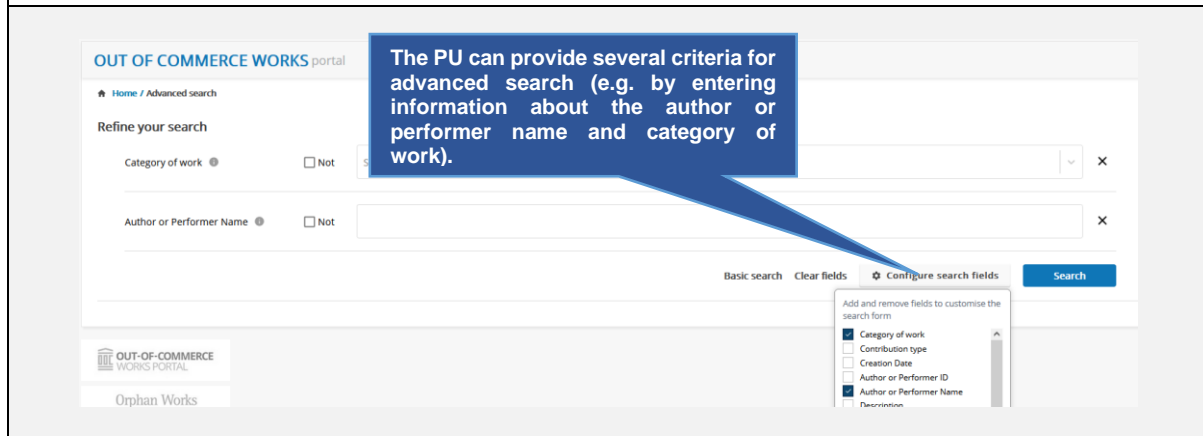
2.4 SIMPLE AND ADVANCED SEARCH

A PU can perform different types of searches in the OoCW portal. It can make a simple search, a search by criteria or a more advanced search.

Simple search or Search by criteria:



Advanced search:

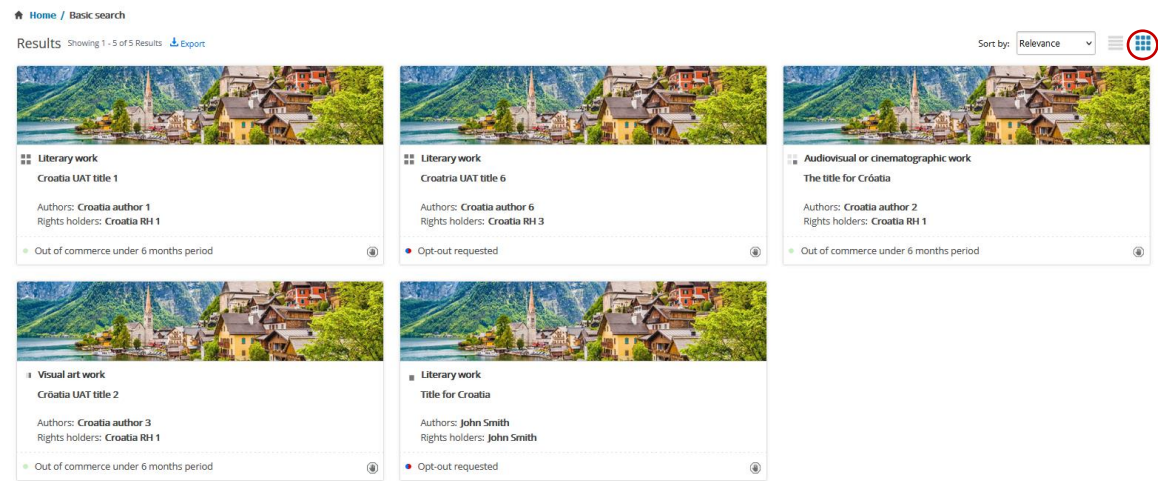


For any other search action, it is mandatory to fill one of the search criteria. There are several kinds of search criteria to select: free text, simpler or multiple drop downs, date picker, etc. Several search criteria can be added to the search, and the 'NOT' operator can also be used. The drop-down fields have auto-complete functionality.

2.4.1 SEARCH RESULTS

The search tools will return any OoC record (matching the criteria) recorded in the Portal by any organisation (CHI/CMP/PA) registered in the OoCW portal. For example, a Hungarian author can search and view the results related to OoC works stored in the system by a Polish CHI/CMO/PA organisation.

Search results can be presented in image view or table view formats as shown below:



Search results in Image view

File N.	Title	Category	Author or Performer	Rights holder	Status	Opt-out
984048032135131136	Croatia UAT title 1	Literary work	Croatia author 1	Croatia RH 1	Under 6 months	
984048032927824592	Croatia UAT title 6	Literary work	Croatia author 6	Croatia RH 3	Opt-out requested	
984398264295370752	The title for Croatia	Audiovisual or cine...	Croatia author 2	Croatia RH 1	Under 6 months	
984398264295370753	Croatia UAT title 2	Visual art work	Croatia author 3	Croatia RH 1	Under 6 months	
984048033770909696	Title for Croatia	Literary work	John Smith	John Smith	Opt-out requested	

Search results in table view

Several sorting options are supported both in image and table view representations.

The following icons are used in the search results to represent:

Work type	Record status:
<div>Set of works</div> <div>Individual work under a set of works</div> <div>Individual work</div> <div>Embedded work under an individual work</div>	<div>With possibility of uses</div> <div>Under 6 months</div> <div>Opted-out</div> <div>Opt-out requested</div>

By clicking on the icon, the user can request a specific opt-out for the selected record (see chapter [Specific opt-out](#) for more details).

A user can select a specific record either from the image view or table view options and see the relevant details.

2.4.2 VIEW WORK DETAILS

A PU can view the details of a record from the search results either from the image view or from the table view after selecting the file number.

The record in view mode may contain the following sub-sections:

- Details about work
- Author or Performer
- Rights Holder
- References
- Thumbnail
- Relation of the works inside the record
- Uses of work(s)
- Opt-out history
- Record log

An example of a record in view mode is shown below.

[Home](#) / [Basic search](#) / Set of works 984048032135131136 [Request opt-out](#)

← Back to results

Set of works 984048032135131136

◀ Previous

Next ▶

File number ⓘ: 984048032135131136

Metadata provider ⓘ: [CMO Croatia](#)


Holding institution ⓘ: [CMO Croatia](#)

Status ⓘ: Out of commerce under 6 months period

Internal reference ⓘ: cmocroatiauat1

Category of work ⓘ: Literary work

Title ⓘ: Croatia UAT title 1



Author

Rights holder

Manifestation

Relation

Uses of work(s)

Record log

2.5 SETTING UP EMAIL ALERTS

A PU may setup an email alert in order to be updated on any future uploads of records that meet certain criteria she/he chooses.

From the main page, go to 'SET UP A NEW ALERT', agree to the terms and conditions

The screenshot shows the 'OUT OF COMMERCE WORKS portal' homepage. At the top, there is a navigation bar with the portal name and a 'Sign up' link. Below the navigation bar is a large banner image with a search bar and a 'Search' button. The main content area is divided into three sections: 'Information about out-of commerce works', 'Rights holders', and 'Get alerts'. The 'Get alerts' section features a bell icon and a button labeled 'SET UP A NEW ALERT'.

Enter your name and email address and configure the search fields relevant to you. The chosen search fields will allow you to define the words that will trigger the alert. To save, click 'Create alert'.

The screenshot shows the 'Set alerts' page. It includes a 'Your data' section with input fields for 'Name' and 'Email'. Below these are fields for 'Title' and 'Author or Performer Name', which are circled in blue. A 'Recaptcha' section is also present. At the bottom right, there is a 'Configure search fields' button (circled in red) and a 'Create alert' button (circled in red). A dropdown menu is visible next to the 'Configure search fields' button, showing options to add or remove fields to customize the search form.

The PU can access the existing system alert from the confirmation email received when first adding the system alert or from the error message when he/she enters the same email address.