

# Licenses

## Documentation

*Site admins*

## Overview

In Chorus's licensing system, some files provide licenses, while others use them. The files that provide licenses are usually agreement documents; the files that use licenses can be any file that contains licensed content, usually videos, images, or audio.

A license has a duration term that determines how long you can use the content for. It can also contain metadata with details about the license, and the content it is licensing. A duration term can be 'In Perpetuity', so never expire, but still be recorded in the system.

A license can be for any content that requires a license. Chorus lets you define any number of license types: talent, voiceover, videographer etc. Each license type can have an icon to help recognise it, and a different set of metadata.

To license a file, you create a license in an agreement file and then attach it to the file needing a license. Once the licensed file has a first-published date, the license gets an expiry date. The file will now expire when the license expires.

An agreement file can provide any number of licenses; a file can use any number of licenses. Any number of files can share the same license. For instance, all the images from a photoshoot can have a single license from one agreement. All files sharing a license will share its expiry date, so will expire together. The first of the files to be published sets the expiry date for the others sharing the license.

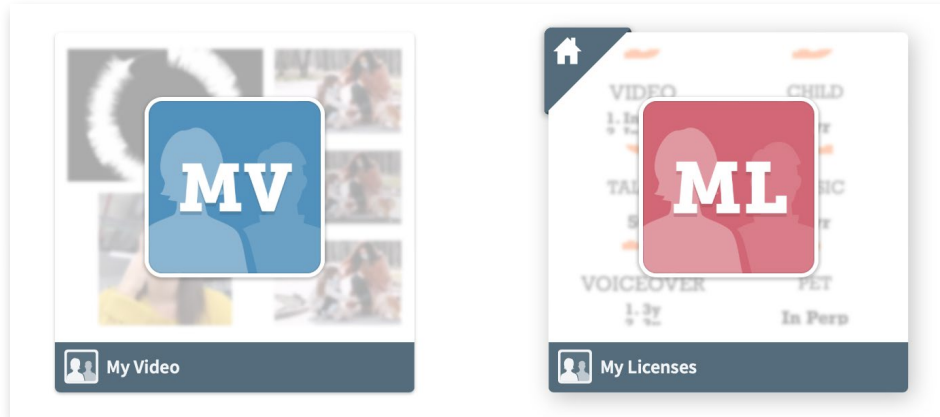
If a file has more than one license it will expire when the first of its licenses expires. A licensed file can pass its licenses onto another file that requires licenses. This allows you to license content that appears in other content, for instance audio within video. We refer to these files as 'intermediaries'.

Intermediaries can be used to group licenses together that are usually used together. This can save time when attaching licenses. For instance, if a model and her tattoos have separate licenses you can create an intermediary file for her and use it to manage both licenses together.

When you publish content, you can use the final content file as an intermediary to record all the places it is published. You create proxy files (perhaps with a screenshot of the published content) and attach the final content to them. You then add each date it was published to the proxy files. For instance, you can create a proxy file for YouTube, Twitter, Instagram, etc. The first proxy file published will set the expiry date for the content file it represents, which in turn will set the expiry date for all the licenses attached to it.

## Licensing Spaces

You create and manage licenses in the space where you store your agreement files: the **providing** space. You can apply licenses from the license providing space to the files in any space you can access that is a licensing space.

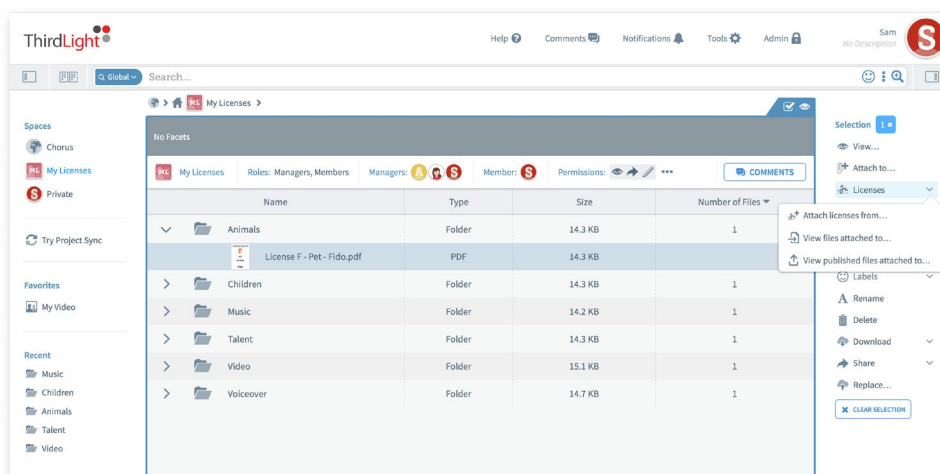


In most cases, a single licensing providing space will be sufficient. However, if you have more than one licensing team, or have to manage some license types together (for instance by region), it is possible to dedicate a space for each.

Only members of the licensing team, with permission to view the agreement documents, should be members of a licensing space.

## Agreement Folders

If you have many agreements to manage, we recommended that you organise them into folders based on the type of licenses in the agreements, and who is providing the licensed content. You can then use folder metadata to pre-fill the licenses as you create them.

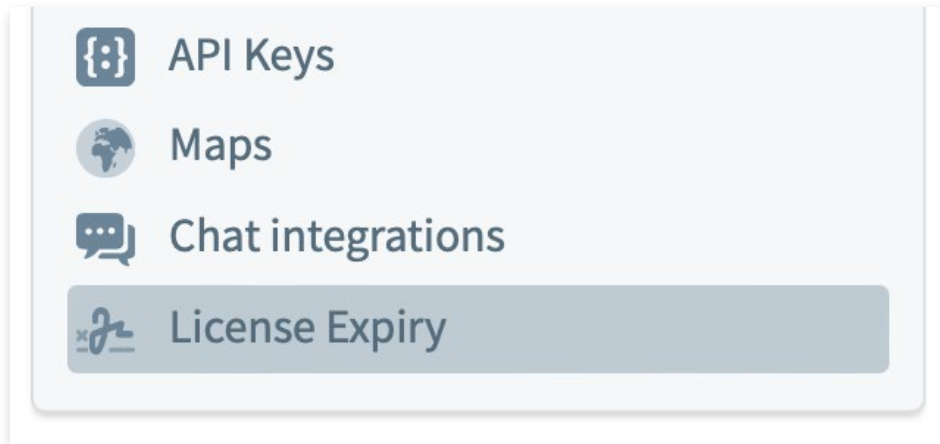


## Setting up site defaults

In the site settings, you can set the default expiry warning periods and view which spaces can manage licenses.

You will find the licensing setting in:

Admin > Site > License Expiry



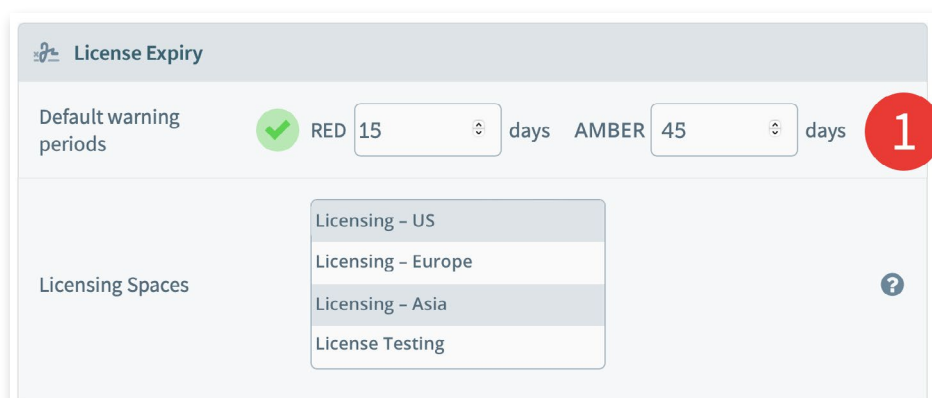
You create and manage licenses in the space where you store your agreement files. You can apply licenses from the licensing space to the files in any space you can access. Any space can be used for licensing; however, we recommend the use of a dedicated licensing space in which to define license types and manage agreement documents.

## Setting the default expiry warning periods for the site

You can set default warning periods for all license types in the site settings.

They default to 15 and 45 days. Each license type can override this default. The red period should be shorter than the amber period. If you need different defaults:

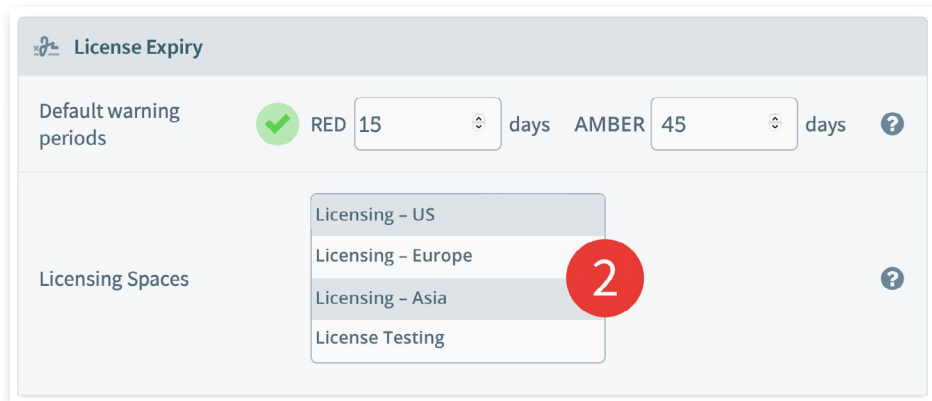
1. Go to Admin > Site > License Expiry > Default Warning Periods
2. Enter the number of days for each period and hit Save.



## Viewing which sites can manage licenses

In the licensing section of the site settings, there is a list of all spaces that can manage licenses.

1. Go to Admin > Site > License Expiry > Licensing Spaces

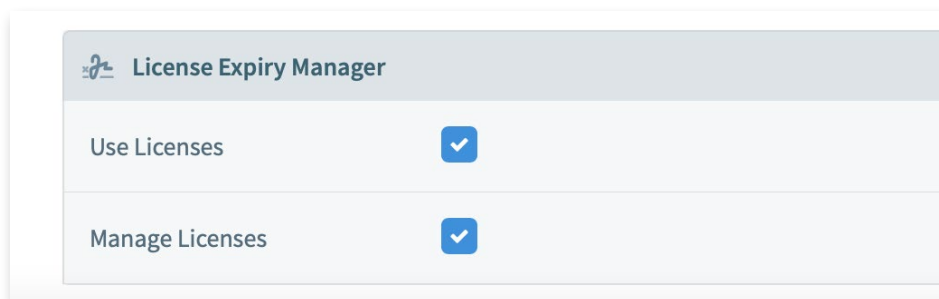


2. To remove a space from this list, manage the space and untick the Manage Licenses checkbox.

## Setting which spaces can manage licenses

There are two types of licensing spaces: license **providing** spaces and license **using** spaces. These reflect the way that licenses are used.

Agreements should be stored in a license **providing** space. Any space where you would apply licenses to files, and set first-published dates, should be a license **using** space.



## License Providing Spaces

To create a license **providing** space, go to the space manager and tick the "**Use licenses**" checkbox then tick the "**Provide Licenses**" checkbox.

This is the space where you manage license types, store agreements and generate licenses from agreements.

## License Using Spaces

To create a license **using** space, go to the space manager and tick the "**Use Licenses**" checkbox.

Once a space is a Licensing Space you can view and apply licenses to files.

To hide licensing information from users of a licensing space, remove the view licenses permission from their role.