



John Tyler | Tuesday, June 15, 2016

**Title:** Introduction to Copyright Management

**Introduction:** \_\_\_\_\_

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*“Let all things be done decently and in order.” (1 Corinthians 14:40)*

## 1. Important Questions

- A. What Is \_\_\_\_\_ (IP)?  
Legally recognized exclusive \_\_\_\_\_  
to creations of the mind  
\_\_\_\_\_ of intellectual creations
- B. What Is \_\_\_\_\_ ?  
Proof of \_\_\_\_\_  
Right of \_\_\_\_\_
- C. What Is \_\_\_\_\_ ?  
\_\_\_\_\_ without permission (does not include  
live performances)  
\_\_\_\_\_ without permission  
\_\_\_\_\_ without permission  
Key phrase: \_\_\_\_\_
- D. What \_\_\_\_\_ Are Associated with  
Copyright Infringement?

**Penalties that could be applied to any infringement:**

1. Civil Damages: up to \_\_\_\_\_
2. Criminal Damages: up to \_\_\_\_\_
3. Possible \_\_\_\_\_

**2. Important Vocabulary**

- A. \_\_\_\_\_ —The amount of money due to the artist for printing, recording, or in any way distributing his work.
- B. Statutory Rate—The amount set by Congress that must be paid in royalties to a copyright holder.
- C. \_\_\_\_\_ —A written agreement with the copyright holder outlining the terms of use and fees for a license.
- D. \_\_\_\_\_ —Music that is no longer copyrighted and free for public use. Public Domain music may be used, rearranged, recorded, manipulated, mutilated...anything...without permission.
- E. \_\_\_\_\_ —At the bottom of every copyrighted song is a notice marked with an encircled 'c' (©). That informs you who owns the copyright and when it was copyrighted.
- F. \_\_\_\_\_ —a company that registers musicians and composers and their copyrighted work. These provide a database of composers, contact information, and registered copyrighted work. The most common clearinghouses are BMI, ASCAP, and SESAC. CCLI is a mixture of a clearinghouse and a publisher.

- G. \_\_\_\_\_ (Copyright holder)  
—the company responsible for managing the copyright on behalf of the artist. There are many different publishers and none so common that are worth mentioning here. The publisher is always listed on the copyright notice.
- H. \_\_\_\_\_ —Sometimes, publishers delegate their responsibility to an administrator. The administrator manages the copyright on behalf of the publisher.
- I. \_\_\_\_\_ —  
Sometimes a copyright ownership is split between multiple publishers. In this case, the right percentage of royalty must be paid to each company.
- J. \_\_\_\_\_ —If you are going use a copyrighted song on a CD, the permission you need is called a mechanical license. For example, if you want to record a group in your church singing a copyrighted song, you need to obtain a mechanical license.
- K. \_\_\_\_\_ —In order to photocopy, transcribe, or alter the sheet music of a copyrighted song, you must obtain a print license. This is often a need when songs go out of print and can no longer be purchased. Keep in mind that an out-of-print song is not the same as public domain. All laws still apply if the song is copyrighted.
- L. \_\_\_\_\_ (DPD)—If you have recorded a CD and wish to make it available online via iTunes or any other means, you must obtain a digital download (DPD) license.

### 3. Important Procedures

- A. Find the \_\_\_\_\_ of the copyright of the song using a clearinghouse or the copyright notice on the music.
- B. Check the major \_\_\_\_\_ : Music Services, Harry Fox Agency, BMG Chrysalis, Clearbox Rights, Gaither Copyright Management, EMICMG
- C. If you can't find the song at the administrator sites, use the clearinghouse to obtain the \_\_\_\_\_.
- D. What if I can't find my song?
- E. Request the proper \_\_\_\_\_ (Mechanical, DPD, Print, etc.).
- F. When you receive the license from the publisher/administrator, \_\_\_\_\_ both copies and return with a check in the amount of the agreement.
- G. Upon receiving the payment and partially executed license, the administrator will send you a fully executed license for your records.
- H. Keep ALL \_\_\_\_\_ permissions on file (email, license, correspondence, etc.)

### Conclusion: \_\_\_\_\_

1. When in doubt, \_\_\_\_\_.
2. Be \_\_\_\_\_ against copyright infringement.
3. Remember, you can put the entire ministry in great financial liability if you do not give attention to and setup a system of copyright management.

