Group Registration of Short Online Literary Works (GRTX)

Frequently Asked Questions

Registering Multiple Short Online Literary Works with the Same Application

▶ *What is group registration of short online literary works?*

The Copyright Office has created a new online group registration option for short online literary works. This option is known as "GRTX." It may be used to register up to 50 short online literary works with the same application.

▶ *What are "short online literary works"?*

A short online literary work contains between 50 and 17,500 words and is first published as part of a website or online platform, including online newspapers, social media websites, and social networking platforms.

Examples of short online literary works include poems, short stories, articles, essays, columns, blog entries, and social media posts.

> **Note:** The following types of literary works cannot be registered with this application, even if they contain 50 to 17,500 words and were first published online:
> - emails
> - podcasts
> - audiobooks
> - computer programs

▶ *What does "GRTX" stand for?*

"GRTX" is shorthand for "group registration of short online literary works."

▶ *How do I register two or more short online literary works with the same application?*

You may register up to 50 short online literary works by (1) completing the online application for "Short Online Literary Works," (2) paying the nonrefundable filing fee, (3) uploading a copy of each work in a separate electronic file that is combined into one ZIP folder, and (4) preparing and uploading a fillable form that contains the title, filename, publication date, and word count for each work.

▶ *Where can I learn about this group registration option?*

These FAQs provide introductory information about group registration of short online literary works. You can also read *Group Registration of Short Online Literary Works* (**Circular 67**), review the application **help text**, watch the **tutorial**, call the Public Information Office at 202-707-3000, or send us an email **here**.

▶ *When does this change go into effect?*

October 29, 2020

▶ *When was this change announced?*

The new rule was published in the *Federal Register* on June 22, 2020.

Application Form

▶ *Do I need to submit my claim through the online registration system?*

Yes, you must submit your claim through the online registration system, which is available **here**.

▶ *Can I use a paper application to register two or more short online literary works?*

No. If you want to register two or more short online literary works, you must submit your claim through the **online registration system**, and you must complete the online application designated for "Short Online Literary Works."

▶ *Where do I find information about the online registration system?*

For information on how to access the Electronic Copyright Office (eCO) system, go to **https://www.copyright.gov/eco/faq.html**.

▶ *Where do I find the online application for "Short Online Literary Works."?*

To access the online application, log into your eCO account **here**.

Choose "Register Certain Groups of Published Works" under the heading "Other Registration Options" on the left side of the Home screen, as shown **here**.

▶ *What if I need help completing the online application for "Short Online Literary Works"?*

The Copyright Office offers a **video tutorial** that provides step-by-step instructions on how to complete the online application for "Short Online Literary Works." The **tutorial** is posted on the Office's website at **https://www.copyright.gov/grtx/video-tutorials/**.

The help text for the online application also provides detailed instructions on how to complete each section of the form. You can find the help text on the Copyright Office's website at **https://www.copyright.gov/eco/grtx/**.

For additional information, see *Group Registration of Short Online Literary Works* (**Circular 67**) or call the Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free).

▶ *How can I tell the difference between the "Short Online Literary Works" online application and the "Standard" online application?*

You can tell the difference between a Standard Application and the group application based on how you access them after you log into your eCO account and based on the information provided in the onscreen instructions for each form.

You access the application for "Short Online Literary Works" when you choose "Register Certain Groups of Published Works" under the heading "Other Registration Options" on the left side of the home screen, as shown **here**.

You access the link for the "Standard Application" when you choose "Standard Application" under the heading "Register a Work."

Do not select the Standard Application link if you are registering two or more short online literary works.

Eligibility Requirements

▶ *Can I register works published in different months?*

Yes, but all works included in the application must be published within a three-calendar-month period. For example, you can register works published between April 1st and June 30th, but not works published in January, May, and October.

▶ *Do I have to submit my application within three months of publication?*

No. You can submit an application for a group of eligible works anytime during the term of copyright. There are, however, benefits to registering within three months of publication or prior to infringement, including eligibility for statutory damages and attorney's fees.

▸ **Can I register more than 50 short online literary works with the same application?**

No. You may register at least 2 but no more than 50 short online literary works with the same application.

▸ **Can I register photographs, illustrations, or other material besides text?**

No. A "Short Online Literary Works" registration must be limited solely to the text created by the author(s) named on the application. Non-text material may be registered individually using the Standard Application. If your works are photographs, you may be able to register them using a group registration option for photographs, see *Copyright Registration of Photographs* (**Circular 42**).

▸ **Can I register published and unpublished works with the same application?**

No. Every work you submit with the online application for "Short Online Literary Works" must be published online.

▸ **Can I register works published on different websites or different online platforms?**

Yes. You can use the "Short Online Literary Works" application for works published on different websites or online platforms as long as all of the other eligibility requirements are met.

▸ **Can I register multiple works with different authors?**

No. Every work you submit with the online application for "Short Online Literary Works" must be written or co-written by the same author or the same joint authors.

▸ **Can I register works with multiple co-authors?**

You can use the "Short Online Literary Works" group registration option for works written by multiple co-authors so long as all of the joint authors are the same for every work.

▸ **Can I register works made for hire?**

No. The "Short Online Literary Works" application cannot be used to register a work made for hire. For more information on this topic, see *Works Made for Hire* (**Circular 30**).

▸ **Who should be named as the copyright claimant?**

The author or joint authors must be named as the claimant or co-claimants for every work you submit using the "Short Online Literary Works" application.

▸ **What if someone else owns the copyright in the works?**

Even if the author or co-authors transferred their rights to a third party, the author or co-authors must be named as the claimant or co-claimants for every work you submit using the "Short Online Literary Works" application.

▸ **I want to include the current owner's name in the registration record. How can I do that?**

If a third party owns one or more of the exclusive rights in a particular work, you may record the document that transferred those rights to that party. For information about recordation, see "Recordation of Transfers and Other Documents," **https://www.copyright.gov/recordation/documents/**.

If a third party owns all of the exclusive rights in a particular work, you may submit a separate "Standard" online application for that work and you may name that party as the copyright claimant (with an appropriate transfer statement explaining how that party obtained ownership of all of the exclusive rights in that work).

> **Note:** If you already submitted a particular work with the "Short Online Literary Works" application, you should not submit a separate "Standard" online application for that work (or vice versa).

Titles of the Works

▸ *Do I need to provide a title for each work?*

Yes, you must provide a title for each work you submit with the online application for "Short Online Literary Works"

In addition, you must prepare and upload a list containing the title, filename, publication date, and word count for each work in the group. The Copyright Office has developed a **fillable form** that you may use to create this list. We strongly encourage you to prepare this list before beginning the application.

▸ *What if my works don't have titles?*

You may provide a descriptive title that identifies the general subject matter of the work (for example, "Bird Story," "Rabbit Story," and "Fish Story"). Alternatively, you may provide a title that references the website where the work was first published (for example, "Facebook Post 1/1/2020," and "YouTube Comment 1/10/2020").

▸ *Where do I enter the title for each work?*

The Copyright Office offers a **video tutorial** that provides step-by-step instructions on how to enter titles in the "Short Online Literary Works" application. The **tutorial** is posted on the Office's website at **https://www.copyright.gov/grtx/video-tutorials/**.

In addition, you must prepare and upload a list containing the title, filename, publication date, and word count for each work in the group. The Office encourages you to copy the titles from your list and paste them into the application. The Office offers a **video tutorial** that shows how to do this. The **tutorial** is posted on the Office's website at **https://www.copyright.gov/grtx/video-tutorials/**.

The help text for the online application also provides detailed instructions on how to complete this section of the application. You can find the help text on the Copyright Office's website at **https://www.copyright.gov/eco/grtx/help-titles.html**.

▸ *Do the titles listed in the application need to match the filenames I upload to the electronic registration system?*

Yes. The filename for each work that you upload should match the corresponding title listed in the application.

> For example, if you intend to register two short stories titled "The Birthday Party" and "The Dinner Party," the files you upload to the electronic registration system should be named "the birthday party.pdf" and "the dinner party.pdf." When completing the title list, you should also enter the titles as "The Birthday Party" and "The Dinner Party" and the filenames as "the birthday party.pdf" and "the dinner party.pdf."

▸ *What if my titles include special characters that can't be used in a filename (like $)?*

Punctuation or other special characters do not need to be included in filenames. For example, if a work is titled "What's for Dinner?" the file may be named "whats for dinner.pdf," omitting the apostrophe and question mark.

▸ *Should I provide a title for the group as a whole?*

Yes. You must provide a title for the group as a whole. For more information see **https://www.copyright.gov/eco/grtx/help-titles.html#group**.

▸ *What is a title list and how do I prepare it?*

A title list contains the title, filename, publication date, and word count for each work included in the application. You are strongly encouraged to use the **fillable form** provided by the Office. We also suggest completing the title list before starting the application.

The Office has **help text** and a **video tutorial** to guide you through completing the fillable form.

Submitting the Works to the Copyright Office

▸ **Do I need to upload an electronic copy of my works?**

Yes. To register a group of short online literary works you must upload an electronic copy of each work. ***Do not*** mail a physical copy of your works to the Copyright Office.

▸ **Where do I find information about how to upload my works?**

The online registration system contains instructions. In addition, the Copyright Office offers a number of resources to help you prepare and upload the deposit:

- A **video tutorial** that provides step-by-step instructions on how to upload your electronic files.
- **Frequently asked questions**.
- *Group Registration of Short Online Literary Works* (**Circular 67**);

You can also call the Public Information Office (PIO), 202-707-3000 or 1-877-476-0778.

▸ **Do I need to submit my works in a particular format?**

Yes, each work must be contained in a separate **acceptable electronic file**. All files must be uploaded to the registration system together in one .ZIP file folder that does not exceed 500 megabytes. The filename for each work must match the corresponding title listed in the application.

▸ **Do I need to submit a screenshot of the webpage or online platform where each work was first published?**

No. Screenshots are not required. You can submit a file for each work that only contains the text in each work as long as the text content is the same as the content that was first published online.

▸ **Can I upload individual pages from each work?**

No. If your work contains several pages (such as a fifteen-page short story or essay), you should include all the pages of the work in the same electronic file. ***Do not*** provide a separate file for each page.

▸ **I've been sending physical copies to the Copyright Office. Can I still do this?**

No. If you want to register a group of short online literary works, you must upload an electronic copy of each work. ***Do not*** mail a physical copy of your works to the Copyright Office. The Office may refuse registration if works are submitted in a physical format.

Supplementary Registration

▸ **I registered a group of short online literary works. I found an error in my certificate. I also want to add some additional information to the certificate. Can I do this?**

You may be able to correct or amplify the information in a registration certificate by submitting an application for supplementary registration.

▸ **Where do I find the application for supplementary registration?**

You must submit an online application through the eCO system.

> **Important Note:** Before submitting a supplementary registration application, you must contact the Public Information Office.

To reach the Public Information Office, call us at 202-707-3000 or send us an email at **copyinfo@copyright.gov**.

▸ **Where can I learn more about supplementary registration?**

These FAQs provide introductory information about supplementary registration. You can also read the circular *Supplementary Registration* (**Circular 8**), call the Public Information Office at 202-707-3000, or send us an email at **copyinfo@copyright.gov**.