

Copyright Registration for a Group of Serial Issues

This circular gives information about how to register a group of related serial issues with one paper application Form SE/Group or online using the eCO registration system, provided certain requirements are met. If a serial meets the requirements, this group option is the most cost-effective and efficient way to register. See below for detailed requirements. Note that if a serial claimant wishes to include individual article titles and their respective authors on the application, this may only be accomplished by registering each single serial issue separately.

For information on registering a single serial issue, see Circular 62, *Copyright Registration for Single Serial Issues*. For information on registering a group of newspapers or newsletters, see Circular 62A, *Copyright Registration of Newspapers and Newsletters*.

Definitions

For copyright purposes, serials are defined as works issued or intended to be issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. The classification “serial” includes periodicals, newspapers, magazines, bulletins, newsletters, annuals, journals, proceedings of societies, and other similar works.

Work Made for Hire

A “work made for hire” is a work prepared by an employee within the scope of his or her employment, or a work specially ordered or commissioned for certain uses (including use as a contribution to a collective work), if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. The employer is the author of a work made for hire.

Collective Work

A “collective work” is a work, such as a periodical issue, anthology, or encyclopedia, in which a number of contributions, constituting separate and independent works in themselves, are assembled into a collective whole.

Circular 62B

How to Register a Group of Issues

Copyright Office regulations permit group registration of certain serial publications. Issues of related serials published at intervals of a week or longer within a three-month period during the same calendar year may be eligible for registration on a single application and for a reduced fee if they meet all of the conditions listed below.

There is a nonrefundable filing fee for group registration for each issue listed on Form SE/Group or for online group registration of serial issues application. An appropriate fee must be sent with each paper application, or the fee must be charged to an active deposit account in the Copyright Office. The Form SE/Group and the online group serial application must list at least two issues. For registration of a single issue, please refer to Form SE or to the online single serial application.

NOTE: Copyright Office fees are subject to change. For current fees, please check the Copyright Office website at www.copyright.gov, write the Copyright Office, or call (202) 707-3000.

How to Determine Eligibility for Form SE/Group

All the following conditions must be met to take advantage of group registration. If any one condition does not apply, each issue must be registered separately.

- 1 The claim to copyright must be in the collective work.
- 2 The works must be essentially all new collective works or issues.
- 3 Each issue must be a work made for hire.
- 4 The author(s) and claimant(s) must be the same person(s) or organization(s) for all the issues.
- 5 The serial must be published at intervals of one week or longer.
- 6 All issues in the group must be published within a three-month period.
- 7 Each issue must have been created no more than one year prior to the date of publication of that issue.
- 8 All issues in the group must have been published within the same calendar year.
- 9 At least two issues must be included on each group application.

Two Special Conditions for Group Registration

Prior to any submission for copyright group registration, but after contacting the Copyright Acquisitions Division and being instructed to proceed, the following conditions must be met:

- 1 Two complimentary subscriptions of the serial must first be entered for the Library of Congress so that, promptly after publication, two copies of each issue are automatically sent to the Library. The mailing address for these subscription copies is:

Library of Congress
Group Periodicals Registration
Washington, DC 20540-4161
- 2 A separate letter must also be sent to this same address confirming that the two complimentary subscriptions have been entered. The letter must identify the publisher, the title(s), and the indicia (i.e., volume, number, and issue date on copies) that begin the complimentary subscription(s). To ensure proper processing, only the address given immediately above is to be used for complimentary subscriptions and the letter of confirmation.

First Submission for a Particular Serial

Although its collections are comprehensive, the Library of Congress does not retain every serial title deposited in the Copyright Office. You can avoid unnecessary and costly submission of subscriptions for particular titles not selected by the Library of Congress by sending a preliminary email to the Copyright Acquisitions Division to enable a review of your title(s).

If you would like to submit applications for group registration of a particular serial title(s) for the first time using the SE/Group form or online group registration of serial issues application and before you submit any intended title(s) for which you are seeking registration, you should submit a preliminary email to the Copyright Acquisitions Division at CAD@loc.gov indicating your intent to register. Include the following information:

Name of publisher(s)/remitter(s)
Title(s)
ISSN number(s) associated with the publication(s), if known
Complete contact information

Once your correspondence is received and researched by the Copyright Acquisitions Division, you will receive official written notification from the Copyright Acquisitions Division of the retention status for your serial title(s), along with the proper instructions on how to continue registration for your serial title(s) in accordance with the eligibility requirements for the group registration option for related serials.

Please note that these decisions are title-specific and may not apply to all titles published by the publisher/remitter.

If a title is retained for the collections, you will be instructed that **two complimentary subscriptions** of that serial must be given to the Library of Congress, so that, promptly after publication, two copies of each issue are automatically sent to the Library.

Failure to submit a preliminary email to the Copyright Acquisitions Division can result in publishers/remitters setting up unnecessary and costly subscriptions for titles that the Library of Congress subsequently discards.

How to File for Group Registration

After the conditions (above) have been satisfied, here are the options for registering your copyright, beginning with the fastest and most cost-effective method.

Online registration

Online registration through the electronic Copyright Office (eCO) is the preferred way to register a group of related serials. Advantages of online filing include the fastest processing time; online status tracking; secure payment by credit or debit card, electronic check, or Copyright Office deposit account; and the ability to upload serial issues directly into eCO as electronic files.

NOTE: You can still register using eCO even if you will submit a hard-copy deposit. The system will prompt you to specify whether you intend to submit an electronic or a hard-copy deposit, and it will provide instructions accordingly.

To register online using eCO, go to the Copyright Office website at www.copyright.gov, click on *electronic Copyright Office*. After logging in, click on *Register a Group Claim* and chose *Serial Issues* from the Type of Group list.

For works submitted electronically, any of the following file formats are acceptable for registration: PDF; TXT; WPD; DOC; TIF; SVG; JPG; XML; HTML; WAV; and MPEG family of formats, including MP3. This list of file formats is nonexhaustive and it may change, or formats may be added periodically. Changes to the list of acceptable formats will be

noted on the Copyright Office website at www.copyright.gov/eco/help-file-types.html.

Registration with Paper Form SE/Group

Fill-in Form SE/Group is available on www.copyright.gov under *Publications*. Complete the form on your personal computer, print it out, and sign and mail it with a check, money order, or deposit account name and number. Also, include a complete copy of the best edition of each issue included in the group registration. Mail the following material in one package :

- 1 The completed application Form SE/Group
- 2 One copy of each issue listed on the application
- 3 A nonreturnable filing fee

Mail this package to:

Library of Congress
Copyright Office-SE
101 Independence Avenue SE
Washington, DC 20559

NOTE: This address differs from the address used for the complimentary subscriptions and the confirming letter. For group registrations to be properly processed, send the application, fee, and copies only to this address above.

Information on Group Registration of Daily Newsletters and Newspapers

A serial published twice a week or more often may qualify for group registration as a daily newsletter. A group of daily newsletter issues published on or after July 1, 1999, must be registered on Form G/DN or online using the eCO registration system. For further information about group registration, see Circular 62A, *Group Registration of Newspapers and Newsletters*.

For Further Information

By Internet

Circulars, announcements, regulations, applications forms, and other materials are available from the Copyright Office website at www.copyright.gov. To send an email communication click on *Contact Us* at the bottom of the homepage.

By Telephone

For answers to questions about the procedure in general or about completing the application form or for general information about copyright, call the Copyright Office Public Information Office at (202) 707-3000. Staff members are on duty from 8:30 am to 5:00 pm, eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. For questions about the letter confirming the subscriptions or the complimentary subscriptions, call the Copyright Acquisitions Division at (202) 707-7125. If you want to request paper application forms or circulars, call the Forms and Publications Hotline at (202) 707-9100 and leave a recorded message.

By Regular Mail

Write to:

*Library of Congress
Copyright Office-COPUBS
101 Independence Avenue SE
Washington, DC 20559*