



Form SE/Group

DO NOT USE THIS FORM AFTER DECEMBER 30, 2019.

IMPORTANT NOTE: Beginning December 31, 2019, you must use the online application to register a group of serial issues, and you must upload a digital copy of each issue to the electronic registration system.

To access the online application, go to www.copyright.gov/registration and log into the electronic registration system (“eCO”). Select the option for “Register Certain Groups of Published Works” on the eCO home screen. Then select the option for “Serial Issues.” Guidance for completing the online application is provided in the help text that accompanies the form.

*Detach and read these instructions before completing this form.
Make sure all applicable spaces have been filled in before you return this form.*

BASIC INFORMATION

You may use this form to register a group of serial issues if the claim is received on or before December 30, 2019 and if the following conditions have been met:

1. Each issue must be a serial, as defined below.
2. The group must include at least two issues.
3. Each issue must be an all new collective work that has not been published before.
4. Each issue must be fixed and distributed as a discrete, self-contained work, and the claim in each issue must be limited to the collective work.
5. Each issue must be a work made for hire.
6. The author(s) and claimant(s) for each issue must be the same person(s) or organization(s).
7. The serial generally must be published at intervals of one week or longer, such as a weekly, bi-weekly, or monthly publication.
8. All of the issues must be published under the same continuing title.
9. All issues in the group must have been published within a three month period within the same calendar year.
10. The applicant must specify the date of publication for each issue in the group.

If any of these conditions do not apply, you must complete and submit a separate application for each issue.

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.

International Standard Serial Number (ISSN): ISSN is an internationally accepted code to identify serial publications. If a published serial has not been assigned an ISSN, application forms and additional information may be obtained from: *Library of Congress, National Serials Data Program, Serial Record Division, Washington, DC 20540-4160.* Call (202) 707-6452. Or obtain information via the Internet at www.loc.gov/issn. Do not contact the Copyright Office for ISSNs.

Collective Work: The term “collective work” refers to a work, such as a serial issue, in which a number of contributions are assembled into a collective whole. A claim in the “collective work” extends to all copyrightable authorship created by employees of the author, as well as any independent contributions in which the claimant has acquired ownership of the copyright.

Publication: The statute defines “publication” as “the distribution of copies or phonorecords of a work to the public by sale or other transfer of ownership, or by rental, lease, or lending.” A work is also “published” if there has been an “offering to distribute copies or phonorecords to a group of persons for purposes of further distribution, public performance, or public display.”

Creation: A work is “created” when it is fixed in a copy (or phonorecord) for the first time. For a serial, the year in which the collective work was completed is the creation date.

Work Made for Hire: A “work made for hire” is defined as: (1) a work prepared by an employee within the scope of his or her employment; or (2) 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.

The Copyright Notice: Before March 1, 1989, the use of copyright notice was mandatory on all published works, and any work first published before that date should have carried a notice. For works first published on and after March 1, 1989, use of the copyright notice is optional. For more information about copyright notice, see Circular 3, *Copyright Notice*.

For Further Information: To speak to a Copyright Office staff member, call (202) 707-3000. Recorded information is available 24 hours a day. Order forms and other publications from: *Library of Congress, Copyright Office-COPUBS, 101 Independence Avenue SE, Washington, DC 20559-6304* or call the Forms and Publications Hotline at (202) 707-9100. Access and download circulars, forms, and other information from the Copyright Office website at www.copyright.gov.

Which Issues May Be Included in a Group Registration: You may register two or more issues of a serial published at intervals of one week or longer under the same continuing title, *provided that the issues were published within a three-month period during the same calendar year.*

Deposit to Accompany Application: Send one copy of each issue included in the group registration with the application and fee. As mentioned above, the Copyright Office will accept a physical copy of each issue if they are received by December 30, 2019. Beginning December 31, 2019 you must use the online application and upload a digital copy of each issue through the electronic registration system.

Fee: The filing fee is nonrefundable and must be sent with the application or charged to an active deposit account in the Copyright Office. Make checks payable to *Register of Copyrights*. 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.

Mailing Instructions: Send the application, deposit copies, and fee together in the same package to: *Library of Congress, Copyright Office-SE, 101 Independence Avenue SE, Washington, DC 20559-6226.*

PRIVACY ACT ADVISORY STATEMENT Required by the Privacy Act of 1974 (P.L. 93-579)
The authority for requesting this information is title 17 U.S.C. §409 and §410. Furnishing the requested information is voluntary. But if the information is not furnished, it may be necessary to delay or refuse registration, and you may not be entitled to certain relief, remedies, and benefits provided in chapters 4 and 5 of title 17 U.S.C.
The principal uses of the requested information are the establishment and maintenance of a public record and the examination of the application for compliance with the registration requirements of the copyright code.
Other routine uses include public inspection and copying, preparation of public indexes, preparation of public catalogs of copyright registrations, and preparation of search reports upon request.
NOTE: No other advisory statement will be given in connection with this application. Please keep this statement and refer to it if we communicate with you regarding this application.

LINE-BY-LINE INSTRUCTIONS

1 SPACE 1: Title and Date of Publication

Give the complete title of the serial, followed by the International Standard Serial Number (ISSN), if available. List the issues in the order of publication. For each issue, give the volume, number, and issue date appearing on the copies, followed by the complete date of publication, including month, day, and year. If you have not previously registered this identical title under section 408 of the Copyright Act, please indicate by checking the box.

2 SPACE 2: Author and Copyright Claimant

Give the fullest form of the author and claimant’s name and mailing address. If there are joint authors and claimants, give the names and addresses of all

the author/claimants. If the work is not of U.S. origin, add the citizenship or domicile of the author/claimant, or the nation of publication.

Certification: The application cannot be accepted unless it bears the signature of the copyright claimant or the duly authorized agent of the copyright claimant.

Person to Contact for Correspondence about This Claim: Give the name, address, telephone number, area code, fax number, and email address (if available) of the person to whom any correspondence concerning this claim should be addressed. Give the address only if it is different from the address for mailing of the certificate.

Deposit Account: If the filing fee is to be charged against a deposit account in the Copyright Office, give the name and number of the account in this space. Otherwise, leave the space blank and forward the filing fee with your application and deposit.

Mailing Address of Certificate: This address must be complete and legible since the certificate will be mailed in a window envelope.

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

REGISTRATION NUMBER _____

EFFECTIVE DATE OF REGISTRATION _____

APPLICATION RECEIVED _____

ONE DEPOSIT RECEIVED _____

EXAMINED BY _____

CORRESPONDENCE

Privacy Act Notice: Sections 408-410 of title 17 of the *United States Code* authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. §705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

DO NOT WRITE ABOVE THIS LINE.

1
List
in order of
publication

No
previous
registration
under
identical
title

TITLE ▼

ISSN ▼

	Volume ▼	Number ▼	Issue date on copies ▼	Month, day, and year of publication ▼
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.

2

NAME AND ADDRESS OF THE AUTHOR/COPYRIGHT CLAIMANT IN THESE COLLECTIVE WORKS MADE FOR HIRE ▼

FOR NON-U.S. WORKS: Author's citizenship ▼ Domicile ▼ Nation of publication ▼

CERTIFICATION*: I, the undersigned, hereby certify that I am the copyright claimant or the authorized agent of the copyright claimant of the works identified in this application, that all the conditions specified in the instructions on the back of this form are met, and that the statements made by me in this application are correct to the best of my knowledge.

Signature (X) _____ Typed or printed name _____

PERSON TO CONTACT FOR CORRESPONDENCE ABOUT THIS CLAIM

Name _____ Daytime telephone _____

Address (if other than given below) _____

Fax _____ Email _____

Certificate will be mailed in window envelope to this address:

Name ▼
Number/Street/Apt ▼
City/State/Zip ▼

DEPOSIT ACCOUNT

Account number _____

Name of account _____

MAIL TO:
Library of Congress
Copyright Office-SE
101 Independence Avenue SE
Washington, DC 20559-6226

*17 U.S.C. §506(e): Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided for by section 409, or in any written statement filed in connection with the application, shall be fined not more than \$2,500.