

These guidelines have been drafted to guide parishes through parts of The Copyright, Designs and Patents Act 1988 ('The Act'). As many of us are becoming more conversant with website design, Powerpoint, desktop publishing and the wealth of resources seemingly available to us on the Internet, we need to be aware of how The Act operates to protect the rights of copyright owners, authors and artists.

All original work is covered by copyright and the copyright owner, or his licensee, has the right to protect his work from unauthorised (and/or unpaid) reproduction. Generally, the copyright belongs to the author(s); however, where the work was conducted by a paid employee, the copyright may belong to the commissioning organisation. Different rules apply if the work is commissioned from a third party such as a designer.

The copyright continues after the owner's death (the number of years varies, according to the type of work involved). A useful summary of The Act (plus more detailed information) is available at www.copyrightservice.co.uk Most published work and relevant websites will include information about how to get permission to reproduce (part of) the work. The Act covers all of the following types of original work:

1. Literary (Song lyrics, manuscripts, manuals, computer programs, commercial documents, leaflets, newsletters and articles etc.)
2. Dramatic (Plays, dance, etc.)
3. Musical (Recordings and score.)
4. Artistic (Photography, painting, architecture, technical drawings/diagrams, maps, logos, etc.)
5. Typographical arrangement of published editions (Magazines, periodicals, etc.)
6. Sound recordings (Recordings of works, e.g. musical and literary.)
7. Films (Broadcasts and cable programmes.)

For the purposes of these guidelines, we are concentrating on the most commonly used material in churches.

Song lyrics and sheet music

Copyright generally lasts until 70 years from the end of the calendar year in which the last remaining author of the work dies (unless the work has already been made available to the public for authorised performance, broadcast etc.) Most contemporary church music, now including material from Wild Goose Resources Group ("Iona"), is covered by Christian Copyright Licensing International (CCLI). The main licence includes words only, but for a further fee an extension (Music Reproduction Licence) can be obtained to cover the reproduction of sheet music from music books owned. It is essential that parishes wishing to use or

reproduce any of this material obtain an appropriate licence from CCLI. They can be contacted at: Chantry House, 22 Upperton Road, Eastbourne, East Sussex, BN21 1BF; telephone: 01323 417711, website: www.ccli.co.uk The costs of the licences vary, according to the maximum possible attendance.

Most contemporary church music from the Roman Catholic Church is covered by the Calamus Scheme and, again, parishes will need a licence to use or reproduce this material. Contact details are: Susan Dean, Decani Music Ltd, Oak House, 70 High Street, Brandon, Suffolk, IP27 0AU; telephone: 01842 819830; website: www.decanimusic.co.uk

Current costs of a Calamus licence are:

Up to 100 people = £37.07

101 to 250 people = £58.70

251 to 500 people = £79.90

501 to 1000 people = £111.03

over 1000 people = £113.75

Music from the Taizé Community can be sung in private or public worship without permission. However, if you wish to copy or print the songs on paper or screen, or reproduce them on the internet, you will need permission from Les Ateliers et Presses de Taizé. This can be obtained via the Calamus Scheme, as above. More information on Taizé copyright is available on their website <http://www.taize.fr>

Playing Music

Where live or recorded music is to be played outside an act of worship, for example for social gatherings whether in church or hall, parishes will need a Performing Rights Society church licence. (Music agencies in the UK choose at present not to charge if music is performed solely within acts of worship.) The licence can be obtained from CCLI (details above). This applies whether the event is a church-organised one or an event organised by a group hiring church facilities. In some circumstances, churches will need to obtain a licence directly from PRS – details from www.prsformusic.com The cost of the license will depend on a variety of factors. However, CCLI will be able to advise.

Playing Sound Recordings at Church

There was a change in law with effect from January 2011. Previously, charities, churches and other not-for-profit organisations were exempt from requiring a licence from Phonographic Performance Ltd (PPL) if they played sound recordings in the course of their activities. Churches that play sound recordings NOW require a licence from PPL in addition to their PRS for Music Church Licence. (there is a grace period of one year, which expires by 1st January, 2012, by which time churches must have obtained a licence – however CCLI has obtained agreement from PPL that, if the only time a church plays sound recordings is during an act of divine worship, a PPL church Licence will not be required). The changes affect churches that play sound recordings in the course of their activities, including other groups that use church premises. For more information go to the www.ccli.co.uk/ppl

Playing Films

Parishes need either direct permission from the copyright owner or a Church Video Licence (CVL) in order to be able to play films, whether in their entirety or clips. This applies for both worship and non-worship events and whether or not an entrance fee is being charged. This covers both video tape and digital versatile disc. A CVL is available again through CCLI.

Photography, paintings, illustrations etc

Copyright on artistic work lasts until 70 years from the end of the calendar year in which the last remaining creator of the work dies. The artistic work does not need to contain or include a copyright notice, nor does it need to be formally offered for sale by a publisher. Increasingly, the Internet is being used for sourcing images for a wide range of purposes: for websites; Powerpoint presentations (e.g. illustrating a sermon, act of worship, presentation); magazines; posters and so on.

The Internet is full of libraries of Creative Commons-Licensed photographs, drawings and images which you can download for free or for a few pence each. It is the responsibility of the person downloading the image to check whether there is a fee or a licence to be paid, or permission sought. Image agencies tag the images and can – and do – track them to see where they are being used on websites without permission. Therefore, caution needs to be exercised as images are already replicated across a number of sites and picked up by search engines, so it is not always immediately obvious where the original source is. In short, if you can't find the source, don't use it.

We strongly recommend the following options:

- Use original images created by members of the congregation (with their permission, and with an appropriate copyright notice: for example, if it's for a website, they may be happy to share their image free with the world, or may wish to ask for a small payment towards church funds!)
- Subscribe to an image website. We use www.istockphoto.com with a standard licence. For as little as US \$1, we can download a single image for our use (there are Permitted Uses and Prohibited Uses – it is vitally important to read the legal information carefully before using the site).
- Search <http://commons.wikimedia.org> for a huge library of images by topic. Each image has copyright information and a great number of the images have been released from copyright restrictions.
- For magazines and printed material, subscribe to www.parishpump.co.uk The current subscription is £37 per year and can be used by anyone using the registered email address and password. The site publishes a wealth of resources, both written and images, month by month.

Only use other images if you can demonstrate that they are offered free and for use without permission. Always make a note of where the image came from and the date.

Audio-visual recording of Weddings

If there is to be a film or video of a wedding which includes music, whether live, pre-recorded or added during the editing process, then the couple will need a Wedding Video-Recording Licence. This is a simple and convenient 'one-stop' way to ensure

they have complied with copyright law by granting them permission on behalf of the copyright owners for all the music they are likely to use. For more information go to www.wvrl.co.uk or contact European Copyright Licensing Ltd., PO Box 1339, Eastbourne, East Sussex, BN21 1AD. Tel: (01323) 436111

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