

What do I need to do?

- ❶ Decide whether you want to print this music:
 - ❖ in a worship leaflet which will be destroyed (one-time, not-for-profit),
- or
- ❖ in a resource for ongoing use or in a publication to be sold for profit.
- ❷ Write to us for permission.
- ❸ Place appropriate permission notice on your copied material.

We'll only use this once.

Because we know that most permissions are requested for one-time, not-for-profit use in a leaflet for worship, whether on Sunday, at a retreat, wedding, or diocesan convention, we negotiated an agreement with *most* of the copyright owners in *The Hymnal 1982* and *The Hymnal 1940* to allow such use *for free*.

The following copyright holders have *not* accepted this agreement and you must contact them directly for permission.

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e-mail: hurd@gts.edu

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We'd like to use it more than once.

If you are producing a resource for ongoing use or in a publication to be sold for profit, then the following fees/conditions apply:

If CPI owns it:

\$30.00 per selection for the lifetime of the project and a copy of the product for our files.

If CPI owns only part of it:

such as a descant or harmonization—\$15.00 per selection and a copy of the product.

If CPI doesn't own it: contact the proper copyright holder; we can provide you with the address.

We'd like to use a CPI recording as background music on our telephone system or website

The courts have ruled that if the use of the recorded music is intended only to be “incidental”—as background music on your congregation’s website or “on-hold” music on your office phone system—then royalties are *not* required. However, if the use of the music is intended to generate revenue—for example, music playing in a bookstore where the recording is for sale—this kind of music is considered “public performance” and royalties must be paid. You must then contact the copyright holder or the holder’s agent for permission to use the work. Copyright information can be found on the packaging inserts for all Church Publishing recordings. For more information on copyrights, visit the Library of Congress at www.loc.gov, ASCAP at www.ascap.com, and the Harry Fox Agency at www.nmpa.org/hfa.html.

When you write to us...

Please include the following information:

- Your name, title, church, address, phone, FAX, and e-mail
- Title of the hymnal and the number of the selection you wish to copy
- What you want to copy (tune and text, full harmony, descant only, etc.)
- Date of the event and type (Sunday worship, diocesan liturgy, etc.)
- Number of copies to be made

I'd like to look up the copyrights myself.

| | |
|--|---------|
| <i>The Hymnal 1982</i> , pew: | p. 930 |
| <i>The Hymnal 1982</i> accompaniment-hymns: | p. 1021 |
| <i>The Hymnal 1982</i> accompaniment-service music: | p. 405 |
| <i>The Hymnal 1940</i> : | p. 796 |

All other hymnals have the copyright citation at the end of each selection.

Absence of a copyright listing means that the selection is in public domain (copyright has expired and permission is not required).

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What about the Book of Common Prayer?

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Other CPI publications which give blanket permission to make copies for congregational use are:

- ❖ As We Gather to Pray
- ❖ Book of Occasional Services
- ❖ Enriching our Worship I and 2
- ❖ Gradual Psalms
- ❖ Holy Baptism and Related Rites
- ❖ In the Shadows of Holy Week
- ❖ Lectionary Texts for Various Occasions and Occasional Services
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- ❖ Occasional Readings
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A citation on the permissions page of our publications (back of title page) will clarify the copyright status if you have questions.

Church Publishing* and Copyright Permission

Why do I have to get permission?

Because it's the only legal way to use copyrighted materials. Respecting the copyright law is a way of protecting yourself and your church or institution from lawsuit. Having permission in writing establishes a paper trail for your protection. And most importantly, it allows us to pay the composer or author for their work.

But it's so difficult and time consuming.

What do I need to do?

Please read on!



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