

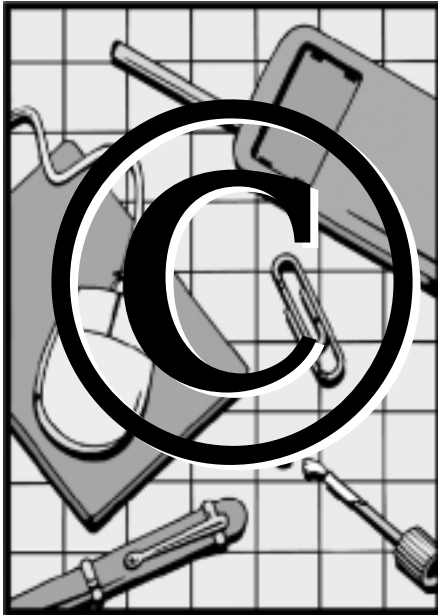


Life

# TOOL TIME

Number 10

*Tips, tools, and timely tidbits to make your publishing job easier*



## Copyright Assistance Available

**Copyright is defined in the dictionary as:**

Copyright *noun* [copy + right] the exclusive right to the publications, production, or sale of the rights to a literary, dramatic, musical, or artistic work, or to the use of a commercial print or label, granted by law for a specified period of time to an author, composer, artist, distributor, etc. *verb* to protect (a book, song, print, etc.) by copyright.

**B**ut what does copyright mean in “real life”? In the simplest terms, it refers to the ownership of a creation or work. It is intellectual property ownership. In the same way the title of a car or a piece of real estate is a legal document that shows and conveys ownership of the property, copyright assigns ownership to a person or group that developed a given work. It may show ownership of something very simple or something that took years to develop. Life Publishers, for example, owns the copyright on the study notes in the Full Life Study Bible. These notes took many people years to develop and contain over one million words. Someone else may have the copyright on a very short poem or article. Copyright is the legal ownership of a given work.

You may approach copyrights from two directions. **1)** *If you have a book someone else has written, and you*

*would like to see it published in a local language, you need to obtain permission from the copyright owner to print it. 2)* *You may wish to obtain copyright (legal ownership) on a work you yourself have created.*

### **How to obtain copyright permission:**

If someone wishes to publish a text, he must obtain copyright permission. Information about the owner of the copyright is usually found on the back side of the inner title page of a book. This data will at least give you a starting point for contacting the person or company who owns the copyright. Sometimes when a person or a company based overseas writes to a U.S. copyright owner, he will not get a reply. This is an area in which Life Publishers International can be of assistance. Life Publishers has been in existence for over fifty years and is a known entity in the

U.S. publishing world. Life Publishers is a member of the Evangelical Christian Publishers Association, the International Copyright Managers Association, and the North America Bible Forum. This means Life can ask for copyright permission on your behalf. If you have a specific item you would like to produce on your field, please write, fax, or email us. We would be more than happy to try to assist you.

### **How to process copyright documentation on your work:**

You may wish to show ownership on your own work. It may be valuable, or you may simply want to protect it so someone else can't copyright your work and block you from using your own creation. Don't laugh; this is very possible! To obtain a copyright, there are forms that must be filled out and processed. Most countries ascribe to the inter-

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national acceptance of copyrights filed in another country through the Berne Convention. This generally allows you to use the U.S. copyright forms and file them stateside. The registration process is fairly straightforward and the fees are not exorbitant. Then you need to put the world on notice by attaching a copyright notice on your work. The four elements which need to be included are: 1) the copyright symbol (©) or the term "Copyright," 2) the year of copyright, 3) the name of the copyright holder, 4) the phrase "All Rights Reserved." See the example below:

Copyright © 2001 John Q. Smith,  
All Rights Reserved

**If you have Internet web access,** here are some websites that will allow you to download the necessary forms in PDF format:

Copyright Forms and Instructions  
<http://www.loc.gov/copyright/forms/>

Form TX is the most common form for published or unpublished non-dramatic literary works. This site provides

both the forms and instructions on how to process them once completed. It also gives a brief definition of each of the various types of forms available.

Copyright Basics (as provided by US Copyright office)  
<http://www.loc.gov/copyright/circs/circ1.html#wci>

Copyright Information Circulars and Form Letters  
<http://www.loc.gov/copyright/circs/index.html#fl100>

The website of a United Nations organization responsible for the promotion of the protection of intellectual property throughout the world.  
<http://www.wipo.int/index.html.en>

**If you do not have internet web access,** or do not have adequate access, please contact Life Publishers. We will send you either the digital files on CD or paper copies of the various forms.

**Copyright Suggestions:**

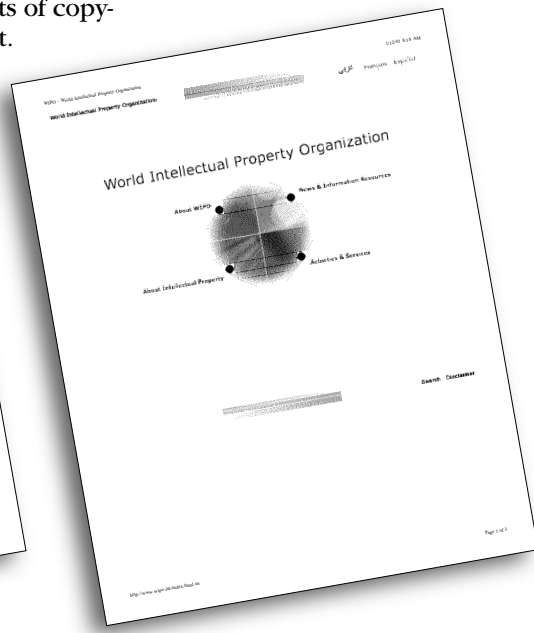
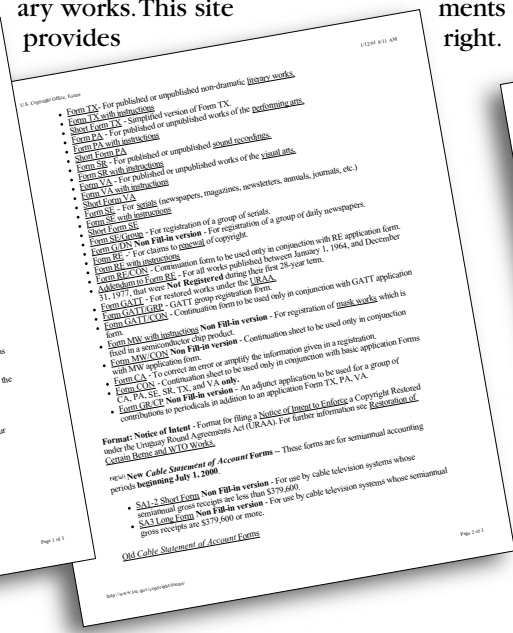
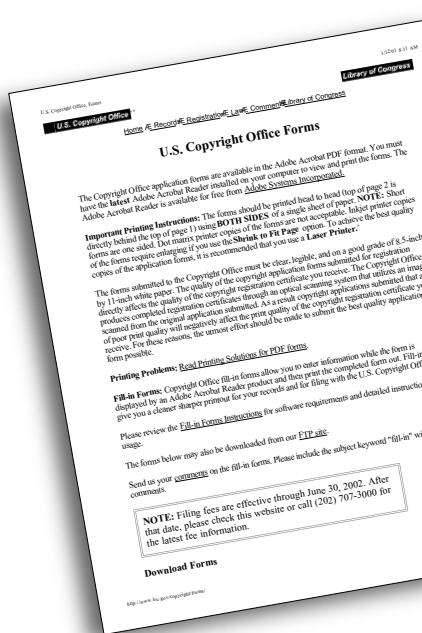
1) Consider copyright a part of your ministry process. 2) Take the high road and observe both the legal and ethical requirements of copyright.

3) Consider it insurance for your own works. 4) Ask for help if and/or when you need it.

**PDF Files**

Many websites post documents you can download, such as the copyright forms we have mentioned, and provide them in PDF format. PDF is a type of computer file easily read by many computers. For instance, a PDF file can be read on a PC, MAC, or mainframe using the appropriate Adobe Acrobat Reader. These are distributed free of charge. If you need an Adobe Acrobat Reader to read the downloaded files, you may obtain a free copy by going to: <http://www.adobe.com/products/acrobat/readstep2.html> and following the instructions on that site. If you need help to retrieve either the copyright forms or an Adobe Acrobat Reader, please contact Life Publishers.

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