

Adjunct Application Form GR/CP

*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

When to Use This Form: Form GR/CP is the appropriate adjunct application form to use when you are submitting a basic application on Form TX, Form PA, or Form VA for a group of works that qualify for a single registration under section 408(c)(2) of the copyright statute.

This Form:

- Can be used solely as an adjunct to a basic application for copyright registration.
- Is not acceptable unless submitted together with Form TX, Form PA, or Form VA.
- Is acceptable only if the group of works listed on it all qualify for a single copyright registration under 17 U.S.C. § 408 (c)(2).

When Does a Group of Works Qualify for a Single Registration Under 17 U.S.C. § 408(c)(2)? For all works first published on or after March 1, 1989, a single copyright registration for a group of works can be made if **all** of the following conditions are met:

- (1) All of the works are by the same author, who is an individual (not an employer for hire); and
- (2) All of the works were first published as contributions to periodicals (including newspapers) within a 12-month period; and
- (3) All of the works have the same copyright claimant; and
- (4) One copy of the entire periodical issue or newspaper section in which each contribution was first published; or a photocopy of the contribution itself; or a photocopy of the entire page containing the contribution; or the entire page containing the contribution cut or torn from the collective work; or the contribution cut or torn from the collective work; or photographs or photographic slides of the contribution or entire page containing the contribution as long as all contents of the contributions are clear and legible are (is) deposited with the application; and
- (5) The application identifies each contribution separately, including the periodical containing it and the date of its first publication.

NOTE: For contributions that were first published prior to March 1, 1989, in addition to the conditions listed above, each contribution as first published must have borne a separate copyright notice, and the name of the owner of copyright in the work (or an abbreviation or alternative designation of the owner) must have been the same in each notice.

How to Apply for Group Registration:

- First:** Study the information on this page to make sure that all of the works you want to register together as a group qualify for a single registration.
- Second:** Read through the **Procedure for Group Registration** in the next column. Decide which form you should use for the basic registration (Form TX for nondramatic literary works; Form PA for musical, dramatic, and other works of the performing arts; or Form VA for pictorial and graphic works). Be sure that you have all of the information you need before you start filling out both the basic and the adjunct application forms.
- Third:** Complete the basic application form, following the detailed instructions accompanying it **and the special instructions on the reverse of this page.**
- Fourth:** Complete the adjunct application on Form GR/CP and mail it, together with the basic application form and the required copy of each contribution, to:

Library of Congress
Copyright Office
101 Independence Avenue, S.E.
Washington, D.C. 20559-6000

Unless you have a Deposit Account in the Copyright Office, your application and copies must be accompanied by a check or money order payable to *Register of Copyrights*.

Procedure for Group Registration

Two Application Forms Must Be Filed

When you apply for a single registration to cover a group of contributions to periodicals, you must submit two application forms:

- (1) A basic application on either Form TX, Form PA, or Form VA. It must contain all of the information required for copyright registration except the titles and information concerning publication of the contributions.
- (2) An adjunct application on Form GR/CP. The purpose of this form is to provide separate identification for each of the contributions and to give information about their first publication, as required by the statute.

Which Basic Application Form To Use

The basic application form you choose to submit should be determined by the nature of the contributions you are registering. As long as they meet the statutory qualifications for group registration (outlined above), the contributions can be registered together even if they are entirely different in nature, type, or content. However, you must choose which of three forms is generally the most appropriate on which to submit your basic application:

- Form TX:** for nondramatic literary works consisting primarily of text. Examples are fiction, verse, articles, news stories, features, essays, reviews, editorials, columns, quizzes, puzzles, and advertising copy.
- Form PA:** for works of the performing arts. Examples are music, drama, choreography, and pantomimes.
- Form VA:** for works of the visual arts. Examples are photographs, drawings, paintings, prints, art reproductions, cartoons, comic strips, charts, diagrams, maps, pictorial ornamentation, and pictorial or graphic material published as advertising.

If your contributions differ in nature, choose the form most suitable for the majority of them.

Registration Fee for Group Registration

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, D.C. 20540-4160. Call (202) 707-6452. Or obtain information via the Internet at www.loc.gov/issn/. Unless you maintain a Deposit Account in the Copyright Office, the registration fee must accompany your application forms and copies. Make your remittance payable to: *Register of Copyrights*.

What Copies Should Be Deposited for Group Registration?

The application forms you file for group registration must be accompanied by one complete copy of each published contribution listed on Form GR/CP. The deposit may consist of the entire issue of the periodical containing the contribution. Or, if the contribution was first published in a newspaper, the deposit may consist of the entire section in which the contribution appeared. Tear sheets or proof copies are also acceptable for deposit. Additional acceptable deposits for a GR/CP registration include a photocopy of the contribution itself; a photocopy of the entire page containing the contribution; the entire page containing the contribution cut or torn from the collective work; the contribution cut or torn from the collective work; and photographs or photographic slides of the contribution or entire page containing the contribution as long as all contents of the contributions are clear and legible.

NOTE: Since these deposit alternatives differ from the current regulations, the Office will automatically grant special relief upon receipt. There is no need for the applicant to request such relief in writing. This is being done to facilitate registration pending a change in the regulations.

The Copyright Notice: Before March 1, 1989, the use of a copyright notice was mandatory on all published works, and any work first published before that date should have carried a notice. Furthermore, among the conditions for group registration of contributions to periodicals for works first published prior to March 1, 1989, the statute establishes two requirements involving the copyright notice: (1) Each of the contributions as first published must have borne a separate copyright notice; and (2) "The name of the owner of copyright in the works, or an abbreviation by which the name can be recognized, or a generally known alternative designation of the owner" must have been the same in each notice. For works first published on and after

March 1, 1989, use of the copyright notice is optional. For more information about copyright notice, request Circular 3, "Copyright Notice."

For Further Information: To speak to an information specialist, call (202) 707-3000 (TTY: (202) 707-6737). Recorded information is available 24 hours a day. Order forms and other publications from Library of Congress, Copyright Office, 101 Independence Avenue, S.E., Washington, D.C. 20559-6000 or call the Forms and Publications Hotline at (202) 707-9100. Most circulars (but not forms) are available via fax. Call (202) 707-2600 from a touchtone phone. Access and download circulars, forms, and other information from the Copyright Office Website at www.loc.gov/copyright.

NOTE: The advantage of group registration is that it allows any number of works published within a 12-month period to be registered "on the basis of a single deposit, application, and registration fee." On the other hand, group registration may also have disadvantages under certain circumstances. If infringement of a published work begins before the work has been registered, the copyright owner can still obtain the ordinary remedies for copyright infringement (including injunctions, actual damages and profits, and impounding and disposition of infringing articles). However, in that situation—where the copyright in a published work is infringed before registration is made—the owner cannot obtain special remedies (statutory damages and attorney's fees) unless registration was made within 3 months after first publication of the work.

INSTRUCTIONS FOR THE BASIC APPLICATION FOR GROUP REGISTRATION

In general, the instructions for filling out the basic application (Form TX, Form PA, or Form VA) apply to group registrations. In addition, please observe the following specific instructions:

1 SPACE 1: Title

Do not give information concerning any of the contributions in space 1 of the basic application. Instead, in the block headed "Title of this Work," state: "See Form GR/CP, attached." Leave the other blocks in space 1 blank.

2 SPACE 2: Author

Give the name and other information concerning the author of all of the contributions listed in Form GR/CP. To qualify for group registration, all of the contributions must have been written by the same individual author.

3 SPACE 3: Creation and Publication

In the block calling for the year of creation, give the year of creation of the last of the contributions to be completed. Leave the block calling for the date and nation of first publication blank.

4 SPACE 4: Claimant

Give all of the requested information, which must be the same for all of the contributions listed on Form GR/CP.

Other Spaces

Complete all of the applicable spaces and be sure that the form is signed in the certification space.

HOW TO FILL OUT FORM GR/CP

Please type or print using black ink.

A PART A: Identification of Application

• **Identification of Basic Application:** Indicate, by checking one of the boxes, which of the basic application forms (Form TX, Form PA, or Form VA) you are filing for registration.

• **Identification of Author and Claimant:** Give the name of the individual author exactly as it appears in line 2 of the basic application, and give the name of the copyright claimant exactly as it appears in line 4. These must be the same for all of the contributions listed in Part B of Form GR/CP.

B PART B: Registration for Group of Contributions

General Instructions: Under the statute, a group of contributions to periodicals will qualify for a single registration only if the application "identifies each work separately, including the periodical containing it and its date of first publication." Part B of the Form GR/CP provides enough lines to list 19 separate contributions; if you need more space, use additional Forms GR/CP. If possible, list the contributions in the order of their publication, giving the earliest first. Number each line consecutively.

• **Important:** All of the contributions listed on Form GR/CP must have been published within a single 12-month period. This does not mean that all of the contributions must have been published during the same calendar year, but it does mean that, to be grouped in a single

application, the earliest and latest contributions must not have been published more than 12 months apart. Example: Contributions published on April 1, 1978, July 1, 1978, and March 1, 1979, could be grouped together, but a contribution published on April 15, 1979, could not be registered with them as part of the group.

• **Title of Contribution:** Each contribution must be given a title that identifies that particular work and can distinguish it from others. If the contribution as published in the periodical bears a title (or an identifying phrase that could serve as a title), transcribe its wording completely and exactly.

• **Identification of Periodical:** Give the overall title of the periodical in which the contribution was first published, together with the volume and issue number (if any) and the issue date.

• **Pages:** Give the number of the page of the periodical issue on which the contribution appeared. If the contribution covered more than one page, give the inclusive pages, if possible.

• **First 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." Give the full date (month, day, and year) when, and the country where, publication of the periodical issue containing the contribution first occurred. If first publication took place simultaneously in the United States and other countries, it is sufficient to state "U.S.A."

ADJUNCT APPLICATION

for Copyright Registration for a Group of Contributions to Periodicals

REGISTRATION NUMBER _____

- Use this adjunct form only if you are making a single registration for a group of contributions to periodicals, and you are also filing a basic application on Form TX, Form PA, or Form VA. Follow the instructions, attached.
- Number each line in Part B consecutively. Use additional Forms GR/CP if you need more space.
- Submit this adjunct form with the basic application form. Clip (do not tape or staple) and fold all sheets together before submitting them.
- **Copyright Office fees are subject to change. For current fees, please check the Copyright Office website at www.copyright.gov or call (202) 707-3000 for current fee information.**

TX PA VA
EFFECTIVE DATE OF REGISTRATION _____

Month Day Year
FORM GR/CP RECEIVED _____

Page _____ of _____ pages

DO NOT WRITE ABOVE THIS LINE. FOR COPYRIGHT OFFICE USE ONLY

A Identification of Application

IDENTIFICATION OF BASIC APPLICATION:

• This application for copyright registration for a group of contributions to periodicals is submitted as an adjunct to an application filed on: (Check which)

Form TX Form PA Form VA

IDENTIFICATION OF AUTHOR AND CLAIMANT: (Give the name of the author and the name of the copyright claimant in all of the contributions listed in Part B of this form. The names should be the same as the names given in spaces 2 and 4 of the basic application.)

Name of Author _____

Name of Copyright Claimant _____

B Registration for Group of Contributions

COPYRIGHT REGISTRATION FOR A GROUP OF CONTRIBUTIONS TO PERIODICALS: (To make a single registration for a group of works by the same individual author, all first published as contributions to periodicals within a 12-month period (see instructions), give full information about each contribution. If more space is needed, use additional Forms GR/CP.)

<input type="checkbox"/>	Title of Contribution _____ Title of Periodical _____ Vol.____ No.____ Issue Date _____ Pages _____ Date of First Publication _____ Nation of First Publication _____ (Month) (Day) (Year) (Country)
<input type="checkbox"/>	Title of Contribution _____ Title of Periodical _____ Vol.____ No.____ Issue Date _____ Pages _____ Date of First Publication _____ Nation of First Publication _____ (Month) (Day) (Year) (Country)
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