

Application Form SE

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: Use a separate Form SE for registration of each individual issue of a serial, Class SE. A serial is defined as a work issued or intended to be issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This class includes a variety of works: periodicals; newspapers; annuals; the journals, proceedings, transactions, etc., of societies. Do not use Form SE to register an individual contribution to a serial. Request Form TX for such contributions.

Deposit to Accompany Application: An application for copyright registration must be accompanied by a deposit consisting of copies or phonorecords representing the entire work for which registration is to be made. The following are the general deposit requirements as set forth in the statute:

Unpublished Work: Deposit one complete copy (or phonorecord).

Published Work: Deposit two complete copies (or one phonorecord) of the best edition.

Work First Published Outside the United States: Deposit one complete copy (or phonorecord) of the first foreign edition.

Mailing Requirements: It is important that you send the application, the deposit copy or copies, and the \$30 registration fee (effective through June 30, 2002) together in the same envelope or package. The Copyright Office cannot process them unless they are received together.

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

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 Notices."

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 the address in space 9 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.

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. secs. 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

Please type or print using black ink.

1 SPACE 1: Title

Title of This Serial: Every work submitted for copyright registration must be given a title to identify that particular work. If the copies or phonorecords of the work bear a title (or an identifying phrase that could serve as a title), copy that wording *completely* and *exactly* on the application. Give the volume and number of the periodical issue for which you are seeking registration. The "Date on Copies" in space 1 should be the date appearing on the actual copies (for example: "June 1981," "Winter 1981"). Indexing of the registration and future identification of the work will depend on the information you give here.

Previous or Alternative Titles: Complete this space only if there are any additional titles for the serial under which someone searching for the registration might be likely to look or under which a document pertaining to the work might be recorded.

2 SPACE 2: Author(s)

General Instructions: After reading these instructions, decide who are the "authors" of this work for copyright purposes. In the case of a serial issue, the organization that directs the creation of the serial issue as a whole is generally considered the author of the "collective work" (see "Nature of Authorship") whether it employs a staff or uses the efforts of volunteers. Where, however, an individual is independently responsible for the serial issue, name that person as author of the "collective work."

Name of Author: The fullest form of the author's name should be given. In the case of a "work made for hire," the statute provides that "the employer or other person for whom the work was prepared is considered the author." If this issue is a "work made for hire," the author's name will be the full legal name of the hiring organization, corporation, or individual. The title of the periodical should not ordinarily be listed as "author" because the title itself does not usually correspond to a legal entity capable of authorship. When an individual creates an issue of a serial independently and not as an "employee" of an organization or corporation, that individual should be listed as the "author."

Author's Nationality or Domicile: Give the country of which the author is a citizen, or the country in which the author is domiciled. Nationality or domicile **must** be given in all cases. The citizenship of an organization formed under U. S. federal or state law should be stated as "U.S.A."

What is a "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 use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire." An organization that uses the efforts of volunteers in the creation of a "collective work" (see "Nature of Authorship") may also be considered the author of a "work made for hire" even though those volunteers were not specifically paid by the organization. In the case of a "work made for hire," give the full legal name of the employer and check "Yes" to indicate that the work was made for hire. You may also include the name of the employee along with the name of the employer (for example: "Elster Publishing Co., employer for hire of John Ferguson").

"Anonymous" or "Pseudonymous" Work: Leave this space **blank** if the serial is a "work made for hire." An author's contribution to a work is "anonymous" if that author is not identified on the copies or phonorecords of the work. An author's contribution to a work is "pseudonymous" if that author is identified on the copies or phonorecords under a fictitious name. If the work is "anonymous" you may: (1) leave the line blank; or (2) state "anonymous" on the line; or (3) reveal the author's identify. If the work is "pseudonymous" you may: (1) leave the line blank; or (2) give the pseudonym and identify it as such (for example: "Huntley Haverstock, pseudonym"); or (3) reveal the author's name, making clear which is the real name and which is the pseudonym (for example: "Judith Barton, whose pseudonym is Madeline Elster"). However, the citizenship or domicile of the author **must** be given in all cases.

Dates of Birth and Death: Leave this space blank if the author's contribution was a "work made for hire." If the author is dead, the statute requires that the year of death be included in the application unless the work is anonymous

or pseudonymous. The author's birth date is optional but is useful as a form of identification.

Nature of Authorship: Give a brief statement of the nature of the particular author's contribution to the work. If an organization directed, controlled, and supervised the creation of the serial issue as a whole, check the box "collective work." The term "collective work" means that the author is responsible for compilation and editorial revision and may also be responsible for certain individual contributions to the serial issue. Further examples of "Authorship" which may apply both to organizational and to individual authors are "Entire text"; "Entire text and/or illustrations"; "Editorial revision, compilation, plus additional new material."

3 SPACE 3: Creation and Publication

General Instructions: Do not confuse "creation" with "publication." Every application for copyright registration must state "the year in which creation of the work was completed." Give the date and nation of first publication only if the work has been published.

Creation: Under the statute, a work is "created" when it is fixed in a copy or phonorecord for the first time. Where a work has been prepared over a period of time, the part of the work existing in fixed form on a particular date constitutes the created work on that date. The date you give here should be the year in which this particular issue was completed.

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, year) when, and the country where, publication of this particular issue first occurred. If first publication took place simultaneously in the United States and other countries, it is sufficient to state "U.S.A."

4 SPACE 4: Claimant(s)

Name(s) and Address(es) of Copyright Claimant(s): This space must be completed. Give the name(s) and address(es) of the copyright claimant(s) of this work even if the claimant is the same as the author named in space 2. Copyright in a work belongs initially to the author of the work (including, in the case of a work made for hire, the employer or other person for whom the work was prepared). The copyright claimant is either the author of the work or a person or organization to whom the copyright initially belonging to the author has been transferred.

Transfer: The statute provides that, if the copyright claimant is not the author, the application for registration must contain "a brief statement of how the claimant obtained ownership of the copyright." If any copyright claimant named in space 4 is not an author named in space 2, give a brief statement explaining how the claimant(s) obtained ownership of the copyright. Examples: "By written contract"; "Transfer of all rights by author"; "Assignment"; "By will." Do not attach transfer documents or other attachments or riders.

5 SPACE 5: Previous Registration

General Instructions: This space rarely applies to serials. Complete space 5 if this particular issue has been registered earlier or if it contains a substantial amount of material that has been previously registered. Do not complete this space if the previous registrations are simply those made for earlier issues.

Previous Registration:

a. Check this box if this issue has been registered in unpublished form and a second registration is now sought to cover the first published edition.

b. Check this box if someone other than the author is identified as copyright claimant in the earlier registration and the author is now seeking registration

in his or her own name. If the work in question is a contribution to a collective work as opposed to the issue as a whole, file Form TX, not Form SE.

c. Check this box (and complete space 6) if this particular issue or a substantial portion of the material in it has been previously registered and you are now seeking registration for the additions and revisions which appear in this issue for the first time.

Previous Registration Number and Date: Complete this line if you checked one of the boxes above. If more than one previous registration has been made for the issue or for material in it, give only the number and year date for the latest registration.

6 SPACE 6: Derivative Work or Compilation

General Instructions: Complete space 6 if this issue is a "changed version," "compilation," or "derivative work" that incorporates one or more earlier works that have already been published or registered for copyright or that have fallen into the public domain. Do not complete space 6 for an issue consisting of entirely new material appearing for the first time such as a new issue of a continuing serial. A "compilation" is defined as "a work formed by the collection and assembling of preexisting materials or of data that are selected, coordinated, or arranged in such a way that the resulting work as a whole constitutes an original work of authorship." A "derivative work" is "a work based on one or more preexisting works." Examples of derivative works include translations, fictionalizations, abridgments, condensations, or "any other form in which a work may be recast, transformed, or adapted." Derivative works also include works "consisting of editorial revisions, annotations, or other modifications" if these changes, as a whole, represent an original work of authorship.

Preexisting Material (space 6a): For derivative works, complete this space and space 6b. In space 6a identify the preexisting work that has been recast, transformed, adapted, or updated. Example: "1978 Morgan Co. Sales Catalog." Do not complete space 6a for compilations.

Material Added to This Work (space 6b): Give a brief, general statement of the new material covered by the copyright claim for which registration is sought. **Derivative work** examples include: "Editorial revisions and additions to the Catalog"; "Translation"; "Additional material." If a periodical issue is a **compilation**, describe both the compilation itself and the material that has been compiled. Examples: "Compilation of previously published journal articles"; "Compilation of previously published data." An issue may be both a derivative work and a compilation, in which case a sample statement might be: "Compilation of [describe] and additional new material."

7,8,9 SPACE 7,8,9: Fee, Correspondence, Certification, Return Address

Deposit Account (Space 7a): If you maintain a Deposit Account in the Copyright Office, identify it in space 7a. Otherwise leave the space blank and send the fee of \$30 (effective through June 30, 2002) with your application and deposit.

Correspondence (space 7b): This space should contain the name, address, area code, and telephone and fax number and email address of the person to be consulted if correspondence about this application becomes necessary.

Certification (space 8): The application cannot be accepted unless it bears the date and the **handwritten signature** of the author or other copyright claimant, or of the owner of exclusive right(s), or of the duly authorized agent of the author, claimant, or owner of exclusive right(s).

Address for Return of Certificate (space 9): The address box must be completed legibly since the certificate will be returned in a window envelope.