



# Instructions for Short Form SE



*Read these instructions before completing this form. Make sure all applicable spaces have been filled in before you return this form.*

**When to Use This Form:** All the following conditions must be met in order to use this form. If any one of the conditions does not apply, you must use Form SE. Incorrect use of this form will result in a delay in your registration.

1. The claim must be in a collective work.
2. The work must be essentially an all-new collective work or issue.
3. The author must be a citizen or domiciliary of the United States.
4. The work must be a work made for hire.
5. The author(s) and claimant(s) must be the same person(s) or organization(s).
6. The work must be first published in the United States.

**Deposit to Accompany Application:** An application for registration of a copyright claim in a serial issue first published in the United States must be accompanied by a deposit consisting of two copies (or phonorecords) of the best edition.

**Fee:** The filing fee of \$30 (effective through June 30, 2002) must be sent for each issue to be registered. Do not send cash or currency.

**Mailing Requirements:** Mail everything (application form, copy or copies, and fee) in one package to Library of Congress, Copyright Office, 101 Independence Avenue, S.E., Washington D.C. 20559-6000.

**Collective Work:** The term “collective work” refers to a work, such as a serial issue, in which a number of contributions are assembled into a collective whole. A claim in the “collective work” extends to all copyrightable authorship created by employees of the author, as well as any independent contributions in which the claimant has acquired ownership of the copyright.

**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.”

**Creation:** A work is “created” when it is fixed in a copy (or phonorecord) for the first time.

**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 certain uses (including use as a contribution to a collective work), if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire. The employer is the author of a work made for hire.

**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 at the bottom of page 2 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](http://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 law.

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.

## SPACE-BY-SPACE INSTRUCTIONS

### 1 SPACE 1: Title

Every work submitted for copyright registration must be given a title to identify that particular work. Give the complete title of the periodical, including the volume, number, issue date, or other indicia printed on the copies. If possible, give the International Standard Serial Number (ISSN).

### 2 SPACE 2: Author and Copyright Claimant

Give the fullest form of the author and claimant’s name. If there are joint authors and owners, give the names of all the author/owners. It is assumed that the authors and claimants are the same, that the work is made for hire, and that the claim is in the collective work.

### 3 SPACE 3: Date of Publication of This Particular Work

Give the exact date on which publication of this issue first took place. The full date, including month, day, and year must be given.

### Year in Which Creation of This Issue Was Completed:

Give the year in which this serial issue was first fixed in a copy or phonorecord. If no year is given, it is assumed that the issue was created in the same year in which it was published. The date must be the same as or no later than the publication date.

**Certification:** The application cannot be accepted unless it bears the handwritten signature of the copyright claimant or the duly authorized agent of the copyright claimant.

### Person to Contact for Correspondence About This Claim:

Give the name, daytime phone and fax numbers, and email address (if available) of the person to whom any correspondence concerning this claim should be addressed. Give the address only if it is different from the address for mailing of the certificate.

**Deposit Account:** Complete this space only if you currently maintain a deposit account in the Copyright Office. Otherwise, leave the space blank and forward the filing fee with your application and deposit.

**Mailing Address of Certificate:** This address must be complete and legible since the certificate will be mailed in a window envelope.

## FEE CHANGES

Fees are effective through June 30, 2002. After that date check the Copyright Office Website at [www.loc.gov/copyright](http://www.loc.gov/copyright) or call (202) 707-3000 for current fee information.

# SHORT FORM SE

For a Serial  
UNITED STATES COPYRIGHT OFFICE

Registration Number \_\_\_\_\_

Effective Date of Registration \_\_\_\_\_

Examined By \_\_\_\_\_

Application Received \_\_\_\_\_

Correspondence

Deposit Received

One

Two

Fee Received \_\_\_\_\_

DO NOT WRITE ABOVE THIS LINE.

# 1

TITLE OF THIS SERIAL AS IT APPEARS ON THE COPY

Volume ▼

Number ▼

Date on copies ▼

ISSN ▼

# 2

NAME AND ADDRESS OF THE AUTHOR AND COPYRIGHT CLAIMANT IN THIS COLLECTIVE WORK MADE FOR HIRE

# 3

DATE OF PUBLICATION OF THIS PARTICULAR ISSUE

Month ▼

Day ▼

Year ▼

YEAR IN WHICH CREATION OF THIS ISSUE WAS COMPLETED (IF EARLIER THAN THE YEAR OF PUBLICATION):

Year ►

**CERTIFICATION\*:** I, the undersigned, hereby certify that I am the copyright claimant or the authorized agent of the copyright claimant of the work identified in this application, that all the conditions specified in the instructions on the back of this form are met, that the statements made by me in this application are correct to the best of my knowledge.



Handwritten signature (X) \_\_\_\_\_

Typed or printed name of signer \_\_\_\_\_

**PERSON TO CONTACT FOR CORRESPONDENCE ABOUT THIS CLAIM**

Name ► \_\_\_\_\_

Address (if other than given below) ► \_\_\_\_\_

Daytime phone ► ( ) \_\_\_\_\_

Fax ► ( ) \_\_\_\_\_ Email ► \_\_\_\_\_

**DEPOSIT ACCOUNT**

Account number ► \_\_\_\_\_

Name of account ► \_\_\_\_\_

Certificate will be mailed in window envelope to this address:

Name ▼
Number/Street/Apt ▼
City/State/ZIP ▼

**YOU MUST:**

- Complete all necessary spaces
- Sign your application

**SEND ALL 3 ELEMENTS IN THE SAME PACKAGE:**

1. Application form
2. Nonrefundable \$30 filing fee in check money order payable to *Register of Copyrights*
3. Deposit material

**MAIL TO:**

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

As of July 1, 1999, the filing fee for Short Form SE is \$30.

\*17 U.S.C. §506(e): Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided for by section 409, or in any written statement filed in connection with the application, shall be fined not more than \$2,500.