

SUGGESTED RECORD KEEPING METHOD FOR COPYRIGHT CLEARANCE REQUESTS



“SCHILLER PRODUCTION”

T/A ‘60 Seconds iNTELEVISION Commercial Producers’

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Australian copyright law requires that a record be kept of the details and conditions of copyright clearances. The recording system must reflect that appropriate clearances have been obtained for the materials you wish to use (written advice from copyright owners), and that the materials are being used in accordance with conditions specified in the approval advice. Copyright clearance must be obtained before you use the items.

The full record should include copies of approval correspondence, and if possible a copy or photograph of the item. A searchable database recording details of the item, together with hard copy of relevant material is suggested.

Your database should record the following details:

- The type of work (ie literary, musical, broadcast)
- Whether the work is still in copyright
- Whether permission is required
- Who owns the rights
- The date permission was sought
- The date of reply
- Whether the response was “Yes” or “No”
- What attribution details are required
- What technical conditions are imposed
- What other conditions are imposed
- The expiry date of the approval
- Is the process complete/signed off?
- Location of hard/electronic copies of approval advice

Note that the list includes a section ‘Whether permission is required’. By checking all items you wish to use, you can assure yourself that the correct conclusion has been reached if you ascertain that the item does not require a copyright clearance.

Many organisations will have their own letter formats for responding to clearance requests. In this case, ensure that their response deals adequately with your request.

Note that the length of copyright clearance may vary for each item. Some owners may grant usage licenses for an unspecified period, and others may restrict the clearance very specifically to the current semester. This information should feature prominently in your record keeping procedure.

Please contact via email digi_filmprod@hotmail.com should you require any assistance in setting up your record keeping system.