

One Licence Copyright Citation Procedures

Licence No: A-641371 – for both Cathedral and Assumption – Diocesan wide licence Parish & Schools.

Licence only covers lyrics and melody – not music accompaniment.

Use the following form to create your unique copyright line:

Words: John Doe, © 1988 ABC Music Co.; Music: Jane Doe, © 1990 XYZ Publications.
Reprinted with permission under ONE LICENSE #A-641371. All rights reserved.

If words and music are by the same composer, you may combine these lines.

Words and Music: John Doe, © 1990 XYZ Publications.
Reprinted with permission under ONE LICENSE #A-641371. All rights reserved.

- This information must be typed onto our bulletin/slide show/hymn sheet etc. For printed versions, at the end of the hymn, for slides at the bottom of the first slide of each hymn – we don't always sing the last slide.
- The copyright symbol (circle with the C in the middle) can be created by typing (c) into your program or option G on your keyboard. *But if you use the link below for One License Web site you can cut & paste the © with the information for each song.*
- You must include our ONE LICENSE licence number with our reprint or projection - **#A-641371**

Each hymn has a different set of data which needs to be included. Some hymns are very simple – others more complex – for example:

Simple:

Words & music: Jane Mitchell, © 2016, Butterfly Music.
Reprinted under ONE LICENSE #A-641371. All rights reserved.

A little more complex with two dates:

Words & music: David Haas, © 1987, 2012, GIA Publications Inc.
Reprinted under ONE LICENSE #A-641371. All rights reserved.

More complex – with a variety of text copyright data:

Text: Refrain tr. from The Roman Missal; Refrain trans. © 1973, ICEL;
verses © 1994, GIA Publications, Inc. Reprinted under One License #A-641371. All rights reserved.

One with an address:

Tune & Text: © 1985, Kevin Bates. Published by Willow Publishing Pty Ltd, PO Box 1061 Dee Why NSW 2099
Reprinted under One License #A-641371. All rights reserved.

Use this format when you know the composer and have permission

© Roland Augustczak All rights reserved. Used with permission

And finally – some music is in the public domain – cite it this way:

Words: Walter Blount, 1670, Public Domain. Music: LASST UNS ERFREUEN, Public Domain.

or

C. Frederick Oakeley | John Francis Wade © Words & Music: Public Domain

One Licence provides all the information you need – you look it up, then cut and paste, and then edit out unnecessary information: e.g.

Go to <https://www.onelicense.net/search> and search your title and composer. E.g. Table Song David Haas
You will get several options – choose the one you need and cut and paste the black text then delete what you don't need for the citation:

Type: Words and Music; First Line: We are the body of Christ
© 1991, GIA Publications, Inc.
Contributors: David Haas

You don't need the word "Type:" or "First Line:" or "Contributors:"

~~Type: Words and Music; First Line: We are the body of Christ
© 1991, GIA Publications, Inc.
Contributors: David Haas~~

So under our licence, this citation will be:

Words & music: David Haas, © 1991, GIA Publications, Inc.
Reprinted under ONE LICENSE #A-641371. All rights reserved.

CCLI Copyright Citation Procedures

We have three Copyright Licences and one Resource Licence with CCLI

Cathedral Church Copyright Licence No: 577441
(words only)

Assumption Church Copyright Licence No: 577465
(words only)

Music Reproduction Licence No: 577458
(full music reproduction)

SongSelect Advanced Resource
(Lyrics, Lyrics with Chords, Lead Sheet – Melody, Lyrics & Chords)
Transpose, download, print single copy – 200 unique songs per year.

CCLI requires the following information to be included: Proforma:

"Song Title", words and music by John Smith and Mary Doe
© 1975 John Smith Music Co. ICS. ARR.
Used By Permission. CCLI Licence #_

If we obtain the lyrics or music from **SongSelect** – *it prints the details which can be cut and paste from the website.* When you search in **SongSelect**, you can choose to access the: Lyrics (words only), Chords (words & chords) or Lead Sheet (melody, words and chords). *We do not have a licence for the (Vocal) harmony version of the music.* **For example**, in a search for “Amazing Grace (My Chains are Gone)” – the following information appears at the bottom of the page:

CCLI Song # 4768151
Chris Tomlin | John Newton | Louie Giglio
© 2006 sixsteps Music (Admin. by SHOUT! Music Publishing)
Vamos Publishing (Admin. by SHOUT! Music Publishing)
worshiptogether.com songs (Admin. by SHOUT! Music Publishing)
For use solely with the SongSelect® [Terms of Use](#). All rights reserved. www.ccli.com
CCLI Licence # 577441

It automatically puts the Cathedral licence number in the text. **We need to change the Licence Number to the Assumption Church number # 577465** if we are projecting or printing words there. *We do not need to put all this information in our citation, so we cut and paste and then delete what we do not need.*

So this citation for the Assumption Church using the proforma above will be:

"Amazing Grace (My Chains are Gone)", words and music by Chris Tomlin, John Newton and Louie Giglio
© 2006 sixsteps Music (Admin. by SHOUT! Music Publishing)
Vamos Publishing (Admin. by SHOUT! Music Publishing)
worshiptogether.com songs (Admin. by SHOUT! Music Publishing)
Used By Permission. CCLI Licence #577465

SongSelect – is an amazing resource for CCLI licenced music. If I have not sent you a link to SongSelect yet, then please let me know if you would like access.

- Access to lyrics, chords, and lead sheets.
- Ability to transpose the music into a key that you like, download it and print a copy for yourself.
- Please keep all downloads because we as a Music Ministry Team will need to utilise each other's downloads. See more on next page.

Reporting for *CCLI & One Licence*

As a Parish, we need to report any

1. **projection** or **printing** of hymn words for both *CCLI & One Licence*,
2. and **printing** or **sharing** of any **sheet music** that is covered by *CCLI*.
(*Sheet music includes words with chords.*)

- If we are projecting or printing words, we need to report the Mass at which it is used. **We do not need to keep a record on how many copies of the words we printed. *CCLI & One Licence***
- If we are photocopying or downloading **sheet music** and distributing it in hard copy or electronically, we need to keep a record of how many copies have been made or shared. ***CCLI* music only.**
- **We do not have a copyright licence for copying or sharing of *One Licence* hymns. You need to have original music books or have purchased pdf versions from the publishing company. OCP, GIA, Willow Connection etc. We do not have permission to reprint music from any of our hymn books unless they are covered by *CCLI*.**

Reporting Sheets:

For reporting purposes, there is a sheet for you to fill out and email back.

It is here at Google Sheets: https://docs.google.com/spreadsheets/d/11nTwWO3J-C0djvg_NAS5rNy0XS_1FE0ZrHhNcnGuGB8/edit?usp=sharing

Each week, when you make a **PowerPoint**, occasionally put a **hymn on the bulletin** or **print a hymn sheet** for a mass in the Cathedral or Assumption **you need to fill out the form and email it to me.** This will make the task of reporting a lot easier for me or whoever might take it on. This applies to **school masses** as well as parish masses.

SongSelect use: If you go into SongSelect and download and print more than one copy or share the file by emailing it to others, we need to report the extras as copies. **For example**, if I download Amazing Grace (My Chains are Gone) from SongSelect and then print 15 copies for a choir and share it with 10 other people electronically, I need to report 25 copies of that song under our **MRL – Music Reproduction Licence**, but not the original one I downloaded/printed. ***CCLI* music only.**

This only applies to **Chords and words** or **lead sheets** found in SongSelect or the **photocopying of any other source of music** covered by *CCLI*, e.g. if you have bought a hard copy (or purchased a pdf online) of the music and you want to copy it for your music group. **We do not** have to report copies of **hymn words** in this manner.

There is a section on the recording sheet for this **MRL** reporting.

SongSelect: We have access to 200 unique songs per year. This means that as a parish we can download 200 songs that are bound by copyright (public domain hymns don't count) before we have to pay more money. If there is a song that we all want – I suggest that I download it and email it to the rest of the team. If 10 members of the team downloaded their own copy, we would waste 9 copies of our 200. I'm not sure if we'll ever use 200, but until we know what we need it would be good to be careful.

You can see what the team has downloaded by clicking on the **Activity button** in SongSelect– it will then show you a list of the songs that we as a Parish have downloaded and who downloaded it. You can then email them and ask them to share the copy with you, but then they also need to let me know that that copy has been shared. One way would be to copy me in on the email exchange, and then I can log the report.

Example:

Paul wants a copy of "Shout to the Lord", before he downloads it from SongSelect he looks at the Activity of the team and sees that Ann-Maree O'Beirne downloaded a lead sheet on 26/6/2019. Paul emails Ann-Maree and asks her to share the pdf with him. Ann-Maree then cc's music.cathedral@cdob.org.au in on the email and the hymn will be reported.