

## Copyright Reporting Information

May, 2022

### General Information

- All music used during the service must be accounted for in advance either by reporting through existing licenses or through direct contact with and payment to publishers.
- Questions may be asked of Michael (rights manager at Augsburg) at 1-612-330-3530; email: [copyright@1517.media](mailto:copyright@1517.media)
- Current licenses:
  - ◆ Augsburg “Sundays and Seasons” - license # SAS006928; login gloriadeifamily/Luther
  - ◆ One License – license # A-721661; login email/luther01 (1-800-663-1501)
  - ◆ CCLI – license # 11178062; login email Luther01 (1-800-234-2446)
  - ◆ All licenses have been upgraded to include streaming
- All three licenses cover print, podcast, live stream and YouTube use of music under license by them.
- One License carries copyright information on more traditional music.
- CCLI carries copyright information on more contemporary music.
- Augsburg also has a hymn license which is redundant with One License and should not be purchased.
- A copyright notice is to be posted in all mediums. This can be a single notice of all three licenses in the bulletin template and Facebook/YouTube main pages. IE. “Permission to use music during this service is obtained from Augsburg Sundays and Season License (License # SAS006928), One License (License # A-721661), or CCLI License (License # 11178062)”
- For Augsburg liturgies use the following acknowledgment: Copyright © 2021 Augsburg Fortress. All rights reserved. Reprinted by permission under Augsburg Fortress Liturgies Annual License #SAS006928.
- If you read scripture for the service or print it in a bulletin use the following:
  - ◆ New Revised Standard Version Bible, Copyright © 1989, Division of Christian Education of the National Council of the Churches of Christ in the United States of America. Used by permission. All rights reserved.
  - ◆ If you use the Revised Common Lectionary in print or online use the following: Revised Common Lectionary, Copyright © 1992 Consultation on Common Texts, admin Augsburg Fortress. Used by permission.

### Process for ensuring appropriate copyright use and reporting

1. Music for each service must be decided upon at least three weeks in advance of the service. This allows time to review all music and their copyright information. If a piece of music is not in the public domain or covered by one of our licenses, the publisher must be contacted directly and in advance to receive written permission and cost or not be used.
2. If a piece of music being used (text, tune, arrangement) shows no publisher it can be understood to be in the public domain and there is no copyright reporting obligation.
3. The Hymnal Liturgy does not need to be researched. They are considered covered by the Augsburg license.
4. Hymns up to #238 that show Augsburg as the copyright holder do not need to be reported to the other licenses. However, Sundays & Seasons should still be searched to ensure no reporting is necessary. If they do not show Augsburg, then they need to be researched with and reported to the other licenses.
5. Searching the Augsburg site:
  - Login at <https://members.sundaysandseasons.com>
  - Click on the 'music' tab

- Under 'Hymns & Songs Basic Search' you can either search by hymn number or hymn title. To search by hymn #, enter ELW a space and the hymn number; select the box beside "Hymnal & Hymn Number. (see first graphic below)
- When you enter a title or name, you will come to page that probably lists various versions of the hymn
- Click on the version to be used
- Click on the 'copyright information' tab (see second graphic below)
- Review the copyright information for all formats to be used (translation/text, music/tune, arrangement)
- If the information is either public domain, Augsburg Fortress, CCLI, or One License we are good to use, report and download
- If OneLicense or CCLI are listed, go to their website to report use.
- If both OneLicense and CCLI are listed, then use needs to be reported at both websites.
- If none of those three are listed search the CCLI and One License website but it's unlikely to be there
- If not listed, need to either contact the publisher listed in advance to receive permission and make payment or not use the music

#### 5. Searching the One License site:

- Login at <https://www.onelicense.net>
- Under 'Browse By' you can either search by hymn number or hymn title (see third graphic below)
- To limit a search with a large number of entries, click on 'publisher' and refine your search with that publisher (see fourth graphic below)
- Review the entries for the same version that is planned for the service (see fifth graphic below)
- Click on the 'Report' button to report
- In the box that pops up, enter the report week, number of services it will be used for and whether it's printed, streamed or both (see sixth graphic below)
- Continue searching for all music used for the service
- NOTE: For *Now the Feast and Celebration*, *Holden Evening Prayer* or *Taize*, click on 'My Account' then 'Manage Lists' and then the arrow down to highlight which you want. Click and then 'report all' (check mark all sections used) and then enter the report week, number of services it will be used for and whether it's printed, streamed or both (see seventh graphic below)

Search CCLI for any music not listed in One License

#### 6. Searching the CCLI site:

- Login at <https://profile.ccli.com>
- Make sure you are on the profile page in order to search for hymns; then click on 'Reporting' under applications
- Under 'Reporting' enter the hymn title (see eighth graphic below)
- Review the entries for the same version that is planned for the services (see ninth graphic below)
- Click on 'Report' and update the number of services for recording/streaming and print copies.

NOTE: For CCLI our activity is reported only for a period of six months when it's our turn. We take a turn once every 2.5 years and are notified in advance by email and by mail. Reporting is done on the [reporting website](#) as noted above.

NOTE: When licenses are renewed, go the Sunday and Seasons page, click on 'My Account' and update the expiration dates.

# Augsburg Search Page (#1)

sundaysandseasons.com

Welcome back, Violet Ahlstrom [My Account](#) [Help](#) [Log Out](#)

[Planner](#) [Library](#) **Music** [Preaching](#) [Visuals](#) [NRSV Bible](#)


May 2021

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TODAY [View larger calendar](#)

Sunday, May 23  
**Day of Pentecost, Year B**

[PLAN IT](#)



View suggestions for this day.

[Hymns-Songs-Psalms](#) [Choral-Vocal](#) [Keyboard-Instrumental](#)

**Hymns & Songs Basic Search**

ELW 674

Hymnal & Hymn number

[GO](#)

**Hymns & Songs Advanced Search**

Title/Keywords [SEARCH](#)

Tune Name

Words/Lyrics

Select Lectionary Day... Year

Scriptural Reference Example: Mark 1:5-6

Hymnal Category Examples: Advent; Holy Baptism; Lament

**Music Library**

Hymnals & Songbooks

ACS [All Creation Sings](#)

ASG [As Sunshine to a Garden](#)

RCM [Rejoice in Life](#)

# Augsburg Copyright Page (#2)

sundaysandseasons.com

Welcome back, Violet Ahlstrom [My Account](#) [Help](#) [Log Out](#)

[Refine Search](#) [New Search](#)

Results 1 to 20 of 201  
Page 1 of 11

Relevance	Number	Title
█	ELW 674 TFF 232 WOV 754	Let Us Talents and Tongues Employ
█	ELW 602 LBW 96	Your Heart, O God, Is Grieved
█	ELW 504 TFF 133 LBW 229 LS 81	A Mighty Fortress Is Our God (isometric)
█	ELW 883 LBW 245	All People That on Earth Do Dwell
█	ELW 392 LBW 158	Alleluia! Sing to Jesus
█	ELW 846 TFF 279 WOV 786	Amen, We Praise Your Name
█	ELW 314 WOV 652	Arise, Your Light Has Come!
█	ELW 468 LBW 496	Around You, O Lord Jesus
█	ELW 416 [LBW 179]	At the Name of Jesus
█	ELW 838 LBW 518 LS 174	Beautiful Savior
█	ELW 649 LLC 468	Behold, How Pleasant

**Let Us Talents and Tongues Employ**

[Preview](#) **Copyright Information** [Details](#)

**Copyright Notice**

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**Text**

Copyright Holder: Hope Publishing Company (ASCAP)

Inquiries: Permissions  
Hope Publishing Company (ASCAP)  
380 S Main Pl  
Carol Stream, IL 60188  
Telephone: (800) 323-1049  
Telephone 2: (630) 665-2552  
Fax: (630) 665-2552

Licenses: OneLicense  
CCLI

**Music**

Copyright Holder: Hope Publishing Company (ASCAP)

Inquiries: Permissions  
Hope Publishing Company (ASCAP)  
380 S Main Pl  
Carol Stream, IL 60188  
Telephone: (800) 323-1049  
Telephone 2: (630) 665-2552  
Fax: (630) 665-2552

Licenses: OneLicense  
CCLI

Harmony  Melody  Words  Braille

## One License Search Page (#3)

### Report Usage

**Browse by:** Mass Setting | Other Liturgical Setting

OR

**Refine search by:** Contributor | Publisher | Tune | Meter | Psalm | Language  Only show matches with downloads available

#### Your Reprint Usage Reports:

<input type="checkbox"/> Week 06: Feb 18 - Feb 24, 2021	0 Reported Titles	<input type="button" value="MANAGE"/>
<input type="checkbox"/> Week 07: Feb 25 - Mar 03, 2021	0 Reported Titles	<input type="button" value="MANAGE"/>
<input type="checkbox"/> Week 08: Mar 04 - Mar 10, 2021	0 Reported Titles	<input type="button" value="MANAGE"/>

## One License Publisher Search Page (#4)

**Browse by:** Mass Setting | Other Liturgical Setting

OR

**Refine search by:** Contributor | Publisher | Tune | Meter | Psalm | Language  Only show matches with downloads available

### Browse By Publisher

- |  |   |  |
|--|---|--|
| <a href="#">A Catholic Teacher's Song</a>                        | <a href="#">Geoff Bullock Music</a>                         | <a href="#">Patrick Lee Trust</a>  |
| <a href="#">Abingdon Press</a>                                   | <a href="#">Gethsemani Abbey</a>                            | <a href="#">Paul A. Schmitt Music</a>                                      |
| <a href="#">Acorn Music Australia</a>                            | <a href="#">Getty Music</a>                                 | <a href="#">Paul Ferrin Music</a>  |
| <a href="#">Acuff-Rose Music, Inc.</a>                           | <a href="#">Getty Music</a>                                 | <a href="#">Paul Rumbolt</a>   |
| <a href="#">Adscensio California</a>                             | <a href="#">GIA Publications, Inc.</a>                      | <a href="#">Paul Stott</a>   |
| <a href="#">Agape</a>  | <a href="#">Good for the Soul Music</a>                     | <a href="#">Pavane Publishing</a>  |
| <a href="#">AGEHR Publishing - Handbell Musicians of America</a> | <a href="#">Good Life Productions</a>                       | <a href="#">Pembroke Music</a>   |
| <a href="#">Alan Smith</a>                                       | <a href="#">Goodwin Musical Enterprises (Light of Love)</a> | <a href="#">Peter Kearney</a>  |
| <a href="#">Alfred Publishing</a>                                | <a href="#">Graded Press</a>                                | <a href="#">Philip Le Bas Music</a>  |
| <a href="#">Alfred Sacred</a>                                    | <a href="#">Graham Kendrick</a>                             | <a href="#">Pilgrim Press, The</a>   |
| <a href="#">Allen House Productions</a>                          | <a href="#">Grail, The (North America)</a>                  | <a href="#">Pilot Point Music</a>  |
| <a href="#">Alletrop Music</a>                                   | <a href="#">Grapevine Music</a>                             | <a href="#">PraiseGathering Music</a>                                      |
| <a href="#">Alliance Publications</a>                            | <a href="#">Greg Scheer</a>                                 | <a href="#">PraiseSong</a>   |
| <a href="#">Andrew 'Drew' Lane</a>                               | <a href="#">H W Gray</a>                                    | <a href="#">Pre-Press Music Australia</a>                                  |
| <a href="#">Andrew Donaldson</a>                                 | <a href="#">H.T. FitzSimons Company</a>                     | <a href="#">Presbyterian Publishing/Westminster John Knox/Geneva Press</a> |
| <a href="#">Andrew Tanner</a>                                    | <a href="#">Hal Leonard Corporation (select catalogs)</a>   | <a href="#">Prince of Peace Publishing</a>                                 |
| <a href="#">Anne Kelly</a>                                       | <a href="#">Hampton Roads Music Group LLC</a>               | <a href="#">Providence Press</a>   |
| <a href="#">Anne Maree Higgins</a>                               | <a href="#">Herald Publishing House</a>                     | <a href="#">PsalmSinger Music</a>  |
| <a href="#">Anthony Sharpe</a>                                   | <a href="#">Heritage Music Press</a>                        | <a href="#">Purifoy Publishing Company</a>                                 |
| <a href="#">AP Watt Ltd.</a>                                     | <a href="#">Hinshaw Music, Inc.</a>                         | <a href="#">PYP Music Group</a>  |
| <a href="#">Ateliers et Presses de Taizé</a>                     | <a href="#">Hope is Alive Publishing</a>                    | <a href="#">Rachael E. W. Weasley</a>                                      |
| <a href="#">Augsburg Fortress Publishers</a>                     | <a href="#">Hope Publishing Company</a>                     | <a href="#">Radiant Music</a>  |
|  | <a href="#">Hymn Society in the US &amp; Canada</a>         |  |

## One License Copyright/Reporting Page (#5)

The screenshot shows the One License website interface. At the top, there is a navigation bar with the One License logo and links for 'How It Works', 'Member Publishers', 'Options & Prices', and 'Contact'. Below this is a secondary navigation bar with 'Welcome Violet Ahlstrom', 'My Account', 'Make Payment', 'Support', and 'Log Out'. The main content area features a search bar with the text 'let us talents and tongues employ' and a dropdown menu set to 'Evangelical Lutheran Worship'. A 'Search' button is visible. Below the search bar, there are options to 'Refine search by' with categories like Contributor, Publisher, Tune, Meter, Psalm, and Language. A checkbox for 'Only show matches with downloads available' is also present. The search results are displayed in a list format. The first result, 'Let Us Talents and Tongues Employ (Linstead)', is highlighted with a yellow circle. It includes details such as 'Type: Words and Music; First Line: Let us talents and tongues employ', 'Language: English', 'Contributors: Fred Kaan/Doreen Potter', and 'Tune: © 1975 Hope Publishing Company Text: © 1975 Hope Publishing Company'. There are buttons for 'Preview', 'PDF', 'TIFF', and 'List' next to this result. A 'REPORT' button is located to the right of the result. The second result is 'Let Us Talents and Tongues Employ' with details including 'Type: Words; First Line: Let us talents and tongues employ, reaching out with a shout of joy' and '© 1968 Hope Publishing Company, Carol Stream, IL 60188. All rights reserved.'.

## One License Reporting (#6)

The screenshot shows a reporting modal window overlaid on the search results page. The modal title is 'You are editing the report for the title "Let Us Talents and Tongues Employ (Linstead)"'. Below the title, it displays the title details: 'Detail: Fred Kaan/Doreen Potter' and 'Tune: © 1975 Hope Publishing Company'. There are two dropdown menus: the first is set to 'Report for Week 07: Feb 25 - Mar 03, 2021' and the second is set to '1 Service'. Below these dropdowns are two buttons: 'SEND AND VIEW REPORT' and 'SUBMIT AND CONTINUE SEARCH'. The background shows the same search results as in the previous screenshot, but they are dimmed.

# One License Liturgy Reporting (#7)

ONE LICENSE

How It Works Member Publishers Options & Prices Contact

Welcome Barbara Stevenson My Account Make Payment Support Log Out

## Manage Lists

**Lists:**

Select a list to edit + Create

- Holden Evening Prayer
- Now the Feast liturgy
- Taize: A Lenten Practice

# CCLI Search Page (#8)

CCLI Reporting

Violet Ahlstrom Gloria Dei Lutheran Church

REPORTING

- Search & Report
- History

USER

- Profile
- Sign Out

### Search & Report

Let us talents and tongues employ SEARCH NOTHING TO REPORT

Songs

No results were found

CCLI Reporting

Violet Ahlstrom Gloria Dei Lutheran Church

REPORTING

- Search & Report
- History

USER

- Profile
- Sign Out

### Search & Report

Let us talents and tongues employ SEARCH NOTHING TO REPORT

Songs See All

TITLE	AUTHOR	CCLI SONG #	REPORTED ON
Let Us Talents And Tongues Employ	Fred Kaan	3317448	<span>REPORT</span>
Let Us Talents And Tongues Employ	Fred Kaan, Geoff Weaver	7107661	<span>REPORT</span>
Let Us Talents And Tongues Employ	Geoff Weaver	7107659	<span>REPORT</span>
Let Us Talents And Tongues Employ (Linstead)	Doreen Potter, Fred Kaan	178577	<span>REPORT</span>
Let Us Talents And Tongues Employ (Linstead)	Bradley Ellingboe, Doreen Potter, Fred Kaan	7052084	<span>REPORT</span>