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
- 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](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](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](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.
One License Search Page (#3)

One License Publisher Search Page (#4)
One License Liturgy Reporting (#7)

CCLI Search Page (#8)