

# Filling Out Short Form SE

## BASIC INFORMATION

*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.

The claim must be in a collective work.  
The work must be essentially an all-new collective work or issue.  
The author must be a citizen or domiciliary of the United States.  
The work must be a work made for hire.  
The author(s) and claimant(s) must be the same person(s) or organization(s).  
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 \$20.00 must be sent for each issue to be registered. Do not send cash or currency.

**Mailing Requirements:** It is important that you send the application, the deposit copies, and the \$20.00 fee together in the same envelope or package. Send to: Register of Copyrights, Library of Congress, Washington, D.C. 20559-6000.

**Reproduction for Use of Blind or Physically Handicapped Individuals:** A signature on this form and a check in one of these boxes constitutes a non-exclusive grant of permission to the Library of Congress to reproduce and distribute solely for the blind and physically handicapped under the conditions and limitations prescribed by the regulations of the Copyright Office: (1) copies of the work identified in space 1 of this application in Braille (or similar tactile symbols); or (2) phonorecords embodying a fixation of a reading of that work; or (3) both.

☐ Copies only   ☐ Phonorecords only   ☐ Copies and phonorecords

**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:** For works first published on or after March 1, 1989, the law provides that a copyright notice in a specified form "may be placed on all publicly distributed copies from which the work can be visually perceived." Use of the copyright notice is the responsibility of the copyright owner and does not require advance permission from the Copyright Office. The required form of the notice for copies generally consists of three elements: (1) the symbol "©," or the word "Copyright," or the abbreviation "Copr."; (2) the year of first publication; and (3) the name of the owner of copyright. For example: "© 1994 Jane Cole." The notice is to be affixed to the copies "in such manner and location as to give reasonable notice of the claim of copyright." Works first published prior to March 1, 1989, **must** carry the notice or risk loss of copyright protection.

For information about notice requirements for works published before March 1, 1989, or other copyright information, write: Information Section, LM-401, Copyright Office, Library of Congress, Washington, D.C. 20559-6000.

### 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 legal requirements.

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 fixed in a copy or phonorecord for the first time. 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 and telephone number, including area code, 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:** If the filing fee is to be charged against a Deposit Account in the Copyright Office, give the name and number of the account in this space. Otherwise, leave the space blank and forward the \$20.00 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.

# SHORT FORM SE



For a Serial

UNITED STATES COPYRIGHT OFFICE

REGISTRATION NUMBER

EFFECTIVE DATE OF REGISTRATION  
(Assigned by Copyright Office)

Month Day Year

APPLICATION RECEIVED

ONE DEPOSIT RECEIVED

TWO DEPOSITS RECEIVED

EXAMINED BY

CORRESPONDENCE

☐

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▶

Daytime telephone number▶

Address (if other than given below)▶

DEPOSIT ACCOUNT

Account number▶

Name of account▶

MAIL  
CERTIFI-  
CATE TO

Certificate  
will be  
mailed  
in window  
envelope

Name▼

Number/Street/Apartment Number▼

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 \$20.00 filing fee in check or money order payable to *Register of Copyrights*
3. Deposit material

#### MAIL TO:

Register of Copyrights  
Library of Congress  
Washington, D.C. 20559-6000

\*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.

July 1994—50,000

☆ U.S. COPYRIGHT OFFICE WWW FORM: 1994