

# Form SE/GROUP

## 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 register the issues separately using Form SE or Short Form SE.

1. You must have given a complimentary subscription for two copies of the serial to the Library of Congress, confirmed by letter to the General Counsel, Copyright Office. Subscription copies must be mailed **separately** to:  
Library of Congress  
Group Periodicals Registration  
Washington, D.C. 20540
2. The claim must be in the collective works.
3. The works must be essentially all new collective works or issues.
4. Each issue must be a work made for hire.
5. The author(s) and claimant(s) must be the same person(s) or organization(s) for all of the issues.
6. Each issue must have been created no more than one year prior to publication.
7. All issues in the group must have been published within the same calendar year.

**Which Issues May Be Included in a Group Registration:** You may register two or more issues of a serial published at intervals of one week or longer under the same continuing title, provided that the issues were published within a 90-day period during the same calendar year.

**Deposit to Accompany Application:** Send one copy of each issue included in the group registration with the application and fee.

**Fee:** A nonrefundable filing fee of \$10.00 FOR EACH ISSUE LISTED ON FORM SE/GROUP must be sent with the application or charged to an active deposit account in the Copyright Office. There is a minimum fee of \$20.00 for Form SE/Group. Special handling is not available for Form SE/Group.

**Mailing Instructions:** Send the application, deposit copies, and fee together in the same package to: Register of Copyrights, Library of Congress, Washington, D.C. 20559.

**International Standard Serial Number (ISSN):** ISSN is an internationally accepted code for the identification of serial publications. If a published serial has not been assigned an ISSN, application forms and additional information may be obtained from National Serials Data Program, Library of Congress, Washington, D.C. 20540. Do not contact the Copyright Office for ISSNs.

## SPACE-BY-SPACE INSTRUCTIONS

### 1 SPACE 1: Title and Date of Publication

Give the complete title of the serial, followed by the International Standard Serial Number (ISSN), if available. List the issues in the order of publication. For each issue, give the volume, number, and issue date appearing on the copies, followed by the complete date of publication, including month, day, and year. If you have not previously registered this **identical title** under Section 408 of the Copyright Act, please indicate by checking the box.

### 2 SPACE 2: Author and Copyright Claimant

Give the fullest form of the author and claimant's name and mailing address. If there are joint authors and claimants, give the names and addresses of all the author/claimants. If the work is not of U.S. origin, add the citizenship or domicile of the author/claimant, or the nation of publication.

**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.

**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. For a serial, the year in which the collective work was completed is the creation date.

**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: "©1990 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.

#### 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.

### 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 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.

### Reproduction for Use of Blind or Physically Handicapped Individuals:

A signature on this form and a check in one of these boxes constitutes a nonexclusive 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.

# FORM SE/GROUP

UNITED STATES COPYRIGHT OFFICE

REGISTRATION NUMBER

EFFECTIVE DATE OF REGISTRATION  
(Assigned by Copyright Office)

Month Day Year

APPLICATION RECEIVED

ONE DEPOSIT RECEIVED

EXAMINED BY

CORRESPONDENCE ☐

DO NOT WRITE ABOVE THIS LINE.

# 1

List  
in order of  
publication

No  
previous  
registration  
under  
identical  
title



TITLE ▼

ISSN ▼

Volume ▼	Number ▼	Issue date on copies ▼	Month, day and year of publication ▼
1.			
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# 2

NAME AND ADDRESS OF THE AUTHOR/COPYRIGHT CLAIMANT IN THESE COLLECTIVE WORKS MADE FOR HIRE

FOR NON-U.S. WORKS: Author's citizenship ▼

Domicile ▼

Nation of publication ▼

**CERTIFICATION\*:** I, the undersigned, hereby certify that I am the copyright claimant or the authorized agent of the copyright claimant of the works identified in this application, that all the conditions specified in the instructions on the back of this form are met, that I have deposited two complimentary subscription copies with the Library of Congress, and that the statements made by me in this application are correct to the best of my knowledge.



Signature (X) \_\_\_\_\_ Typed or printed name \_\_\_\_\_

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 ▼

REPRODUCTION FOR USE OF  
BLIND OR PHYSICALLY  
HANDICAPPED INDIVIDUALS

a ☐ Copies and Phonorecords

b ☐ Copies Only

c ☐ Phonorecords Only

MAIL TO:

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

\*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.

November 1990—30,000

☆ U.S. COPYRIGHT OFFICE WWW FORM: 1990