

Christian Copyright Licensing
International

CCLI

The Church Copyright Licence

*Thank you for being a CCLI Church Copyright Licence Holder...
... for honouring the songwriters and publishers who bless us with their music.*

Here's some **important** information about the Church Copyright Licence, and how reporting works for the Licence. Please take the time to read it.

Information about the Licence

The CCLI web site has the information you need to work with the Licence. Here's where it is:
<http://www.ccli.com.au>

On the web site, please go to **Customers**, and there you will find:

- **The Authorised Lists:** the lists of copyright owners covered by your Licence. For song reproductions, the song owner has to be on the Authorised Catalogue List.
- **Frequently Asked Questions (FAQs):** answers to questions commonly asked about the Licence.
- **Terms of Agreement:** the detailed requirements of the Licence. Please make sure that you've read and understood that!
- **SongSearch:** check to see if a song is covered under the Church Copyright Licence.

Reporting

Reproductions made under the Church Copyright Licence need to be reported to us, so that we can know how to distribute the royalties fairly.

Reporting for the Church Copyright Licence is done online (replacing the Copy Activity Reports we previously used). We are not able to process any other form of copy reporting.

Overview of the Copy Report Process

You may already be using this system. The feedback from those that are reporting this way is very positive. For those that aren't familiar with the simple process yet, from the web site, log in to the Copy Report section. Find the song you wish to report reproduction/s for, and log that reproduction. Simple!

How to Access the Copy Report

1. Go to <http://www.ccli.com.au>
2. Choose the appropriate country.
3. Go to the Login box on the right side of the screen, and select **New User**. You'll be asked to create a unique user name and password, and provide your email address and your church's Licence number.

We recommend that you first use our *Walk-Through* option, which takes you step-by-step through the process. When you're comfortable with the system, you can choose the *Express* option, allowing the copy activity details to be entered more quickly.

Christian Copyright Licensing International Pty. Ltd.

Australia: PO Box 6644 Baulkham Hills Business Centre NSW 2153 Telephone: (02) 9894 5386 Fax: (02) 9894 5701
New Zealand: PO Box 210012 Laurence Stevens Dr Manukau 2154 Telephone: (09) 522 4494 Fax: (09) 522 4492
Website: www.ccli.com.au Email: support@ccli.com.au
ABN 11 058 717 552

Encourage others in your organization that may assist with copy reporting to create their own user account. As part of the same organization, you will be able to review and edit each other's reporting activity.

Important: *Even if you don't think your church will have any copy activity this year, please create a user account anyway. That confirms your receipt of this letter, and your church's entry into the reporting process, which is vital.*

Accuracy in Reporting Songs Reproduced

Our web database includes all songs eligible for reporting. You only need to report copy activity for songs in our database. It is very important that you do a thorough search, however, for the songs you need to report. Since many songs have common or similar titles, please also validate the author name, copyright and publisher information to confirm the accuracy of your selections.

SongSelect Subscribers

If you are a SongSelect subscriber, your existing user account will also work for copy reporting, so you won't need to set up a new user account. Just log in and click the tick box, indicating that you will be reporting copy activity for your church.

Internet Access

We understand that not all CCLI Licence Holders have internet access. If your church does not have any possible way of accessing the internet, please contact Customer Service.

More Questions?

If you have any questions about this, or questions about the web site or reporting, please feel free to contact Customer Service:



Email:

Australia
support@ccli.com.au

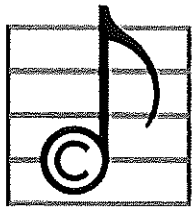
New Zealand
support@ccli.co.nz



Phone (Free call):

1-800-635-474

0-800-373-773



© Christian Copyright Licensing
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CCLI

The Photocopy Licence

*Thank you for being a CCLI Photocopy Licence Holder...
... for honouring the songwriters and publishers who bless us with their music.*

Here's some information about the Photocopy Licence, and how reporting works for the Licence.

Information about the Licence

The CCLI web site has the information you need to work with the Licence. Here's where it is:
<http://www.ccli.com.au>

On the web site, please go to **Customers**, and there you will find:

- **The Authorised Lists:** the lists of copyright owners covered by your Licence. To be able to photocopy a song from publications (including enhanced CDs and web sites), both:
 - The song owner has to be on the *Authorised Song Owner List*, and,
 - The book publisher has to be on the *Authorised Publisher List*The church must also own one original copy of the publication. (This condition doesn't apply when the book is "out of print".)
- **Frequently Asked Questions (FAQs):** answers to questions commonly asked about the Licence.
- **Terms of Agreement:** the detailed requirements of the Licence. Please make sure that you've read and understood that!

Reporting

Photocopies made under the Photocopy Licence need to be reported to us at the end of this Licence period, so that we can know how to distribute the royalties fairly.

It is pretty straight-forward: you just complete the information on the **Annual Photocopy Worksheet** you will have received from us showing;

- **Song details:** song title and author, and,
- **Book details:** book title and publisher.

And then return the Photocopy Worksheet at the time of your next Licence renewal. At that time we will send you a reminder to return the Photocopy Worksheet, and a new one for the next Licence period.

Please report all song photocopies made by your church during this Licence period.

The best and easiest time to fill out the Worksheet is when making copies, so we recommend that it be kept close to your photocopier.

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Website: www.ccli.com.au Email: support@ccli.com.au
ABN 11 058 717 552

Want to Know More About the Photocopy Worksheet?

Here are some more details about how to enter details on the Photocopy Worksheet:

- **Book Details:**
 - **Book Title:**
 - The name of the book from which the photocopy has been made. This would include series numbers, such as "Songs of Praise 3".
 - It may also be a web site or a multimedia CD title.
 - **Book Publisher:**
 - The name of the company, organization or individual who printed and owns the typography of the book or enhanced CD.
 - **Volume Number:**
 - This may be the Update number if part of a series from a specific publisher such as Hillsong or Resource.
 - The Volume Number is not the CCLI song number.
 - An example would be a book of Title "The Source" with Volume Number "2".
- **Song Details:**
 - **Song Title:**
 - The title of the song being copied.
 - **Song Author:**
 - The author of the song. If you cannot determine the song author, then please tell us the name on the copyright notice at the bottom of the music, e.g., © 2004 Integrity's Hosanna! Music.
- **Number of Copies:**
 - The number of photocopies made.
 - Each additional time you make photocopies of the same song, just place a comma between the numbers, e.g. "6,3,5".
 - If a copy is made of both an overhead master and the musical score of a song, then that is considered to be two (2) copies.

Internet Access

We understand that not all CCLI Licence Holders have internet access. If your church does not have any way of accessing the internet, please contact Customer Service and we will help you with any queries you have at all.

More Questions?

If you have any questions about this, or about whether or not your song and book is covered by the Licence, or questions about the web site, or reporting, please feel free to contact Customer Service:

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✉	Email:	support@ccli.com.au	support@ccli.co.nz
☎	Phone (Free call):	1-800-635-474	0-800-373-773

