

# Group Registration of Newspapers and Newsletters on Form G/DN

## In General

This circular provides information about how to register a group of newspaper or newsletter issues on Form G/DN. The requirements for group registration of newspapers and newsletters are different, as explained below.

## Newspapers

*A group of newspaper issues may be registered on Form G/DN only if all the following conditions are met:*

- 1 The work must be a daily newspaper.
- 2 The claim must include all issue dates within the calendar month within the same year.
- 3 The applicant must submit a complete month's issues in microfilm form, unless specifically exempted.
- 4 Each issue essentially must be an all-new collective work.
- 5 The work must be a "work made for hire."
- 6 The author and claimant must be the same person or organization.
- 7 The application must be filed within three months after the last publication date included in the group.

## **What to Deposit—Newspapers**

The application must be accompanied by a deposit of a positive 35mm silver-halide microfilm that includes all issues within the calendar month. Final editions are required when two or more daily editions are published. In some cases, the publisher may be exempted from sending the microfilm by the Copyright Office. The Copyright Office will notify the publisher if a newspaper is exempted. For an exempted newspaper, an optional deposit may accompany the application. This deposit should consist of (1) complete print copies of the first and last issues of the month *or* (2) print copies of the first section of the first and last issues of the month *or* (3) print copies of the first page of the first and last issues of the month.

## Newsletters

A group of newsletter issues may be registered on Form G/DN only if all the following conditions are met:

- 1 The work must be a daily newsletter.
- 2 The work must be a “work made for hire,” and the author and claimant must be the same person or organization.
- 3 Each issue must be an essentially all-new collective work or all-new issue that has not been published before.
- 4 The application must be filed within three months after the last publication date included in the group.
- 5 The claim must include two or more issues within a single calendar month within the same year.
- 6 All issues in the group must have been first published on or after July 1, 1999.
- 7 The applicant must submit one complete copy of each issue in the group with the application. The applicant must also provide one microfilm copy or up to two free subscriptions, only if specifically requested by the Copyright Office.

### What to Deposit—Newsletters

In all cases, one complete copy of each issue included in the group must accompany the Form G/DN. If the newsletter is published only online, one complete printout of each issue, or a computer disk (or CD-ROM) containing all the issues *and* a printout of the first and last issues included in the group, must be sent.

Additional material must be sent *only if specifically requested by the Copyright Office*. The request will specify the nature of the additional material, which will be either (1) one microfilm copy meeting the specifications given above for newspapers, or (2) one or two complimentary subscriptions for the Library of Congress.

**IMPORTANT:** The microfilm or subscriptions should be sent to a separate address specified in the request from the Copyright Office. This material should not be sent with Form G/DN. Unless expressly requested, no microfilm or subscription copies are required.

**NEWSLETTER ISSUES PUBLISHED BEFORE JULY 1, 1999:** A group of newsletter issues published before July 1, 1999, may be registered using Form SE/Group. A single registration may be made for two or more issues published in a single calendar month within the same year. One complete copy of each issue must be deposited with the application Form SE/Group and the correct fee. Up to two free subscriptions must be provided, *only if specifically requested by the Copyright Office*. For more

information about registering newsletter issues published before July 1, 1999, please call the Literary Division at (202) 707-8250.

## Definitions

### What Is a Newspaper?

As defined by the Newspaper Section of the Serials and Government Publications Division of the Library of Congress, works classified as newspapers are serials mainly designed to be a primary source of written information on current events that can be local, national, or international in scope. Newspapers contain a broad range of news on all subjects and activities and are not limited to any specific subject matter. Newspapers are intended either for the general public or for a particular group.

### What Is a Daily Newsletter?

For registration purposes, a daily newsletter is defined as a serial published and distributed by mail or electronic media (online, telefacsimile, cassette tape, diskette, or CD-ROM). Publication must occur at least two days a week, and the newsletter must contain news or information of interest chiefly to a special group (for example, trade and professional associations, employees of a corporation, schools, colleges, or churches). Daily newsletters are customarily sold by subscription and are not available on newsstands.

**NOTE:** Group registration for newsletters published weekly or monthly may be available using Form SE/Group. See Circular 62B, *Copyright Registration of a Group of Serial Issues*, for more information.

### What Is a 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.

### What Is Publication?

The copyright law 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.”

### What Is a 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.

## What the Registration Covers

For each issue in the group, registration on Form G/DN includes all the material in which the claimant named at space 2 owns the copyright. This includes the authorship of compiling and editing the work as a whole as well as the content of any contributions (for example, text or photos) done by employees of the claimant as works made for hire. In addition, it includes any independently authored contributions (not done by employees) in which all rights have been transferred to the claimant by the contributors. These other contributions are included even though the individual contributors are not named on Form G/DN. The registration does not include any independently authored contributions in which all rights have not been transferred to the claimant.

## How to Register

Send the following three items together in the same envelope or package:

- 1 completed and signed Form G/DN
- 2 deposit (see above)
- 3 the filing fee

Send this material to:

*Library of Congress  
Copyright Office  
101 Independence Avenue SE  
Washington, DC 20559-6000*

**NOTE: Copyright Office fees are subject to change. For current fees, please check the Copyright Office website at [www.copyright.gov](http://www.copyright.gov), write the Copyright Office, or call (202) 707-3000.**

## For Further Information

### *By Internet*

Circulars, announcements, regulations, certain application forms, and other materials are available from the Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

### *By Telephone*

For general information about copyright, call the Copyright Public Information Office at (202) 707-3000. Staff members are on duty from 8:30 AM to 5:00 PM, eastern time, Monday through Friday, except federal holidays. Recorded information is available 24 hours a day. If you want to request paper application forms or circulars, call the Forms and Publications Hotline at (202) 707-9100. Leave a recorded message.

### *By Regular Mail*

Write to:

*Library of Congress  
Copyright Office-COPUBS  
Publications Section  
101 Independence Avenue SE  
Washington, DC 20559-6304*

