

# Copyright Registration for a Group of Serial Issues

This circular gives information about how to register a group of serial issues with one application Form SE/Group, provided certain requirements are met. If a serial meets the requirements, this option is the most cost-effective way to register. See below for detailed requirements.

For information on registering a single serial issue, see Circular 62, *Copyright Registration for Single Serial Issues*. For information on registering a group of newspapers or newsletters, see Circular 62A, *Copyright Registration of Newspapers and Newsletters on Form G/DN*.

## Definitions

For copyright purposes, serials are defined as works issued or intended to be issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. The classification “serial” includes periodicals, newspapers, magazines, bulletins, newsletters, annuals, journals, proceedings of societies, and other similar works.

### *Work Made for Hire*

A “work made for hire” is a work prepared by an employee within the scope of his or her employment, or 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.

### *Collective Work*

A “collective work” is a work, such as a periodical issue, anthology, or encyclopedia, in which a number of contributions, constituting separate and independent works in themselves, are assembled into a collective whole.

## How to Register a Group of Issues

Copyright Office regulations permit group registration of certain serial publications. Issues of serials first published on or after January 7, 1991, at intervals of a week or longer within a three-month period during the same calendar year can be grouped and registered with a single application and reduced fee.

There is a nonrefundable filing fee for group registration for each issue listed on Form SE/Group. An appropriate fee must be sent with each application or

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charged to an active deposit account in the Copyright Office. There is a minimum fee for Form SE/Group, which may cover up to three issues. It is not possible to register only a single issue on this application.

**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.

### How to Determine Eligibility for Form SE/Group

All the following conditions must be met to take advantage of group registration. If any one condition does not apply, registration, if made, must be made for each issue separately.

- 1 The claim to copyright must be in the collective work.
- 2 The works must be essentially all new collective works or issues.
- 3 Each issue must be a work made for hire.
- 4 The author(s) and claimant(s) must be the same person(s) or organization(s) for all the issues.
- 5 The serial must be published at intervals of one week or longer.
- 6 All issues in the group must be published within a three-month period.
- 7 Each issue must have been created no more than one year prior to the date of publication of that issue.
- 8 All issues in the group must have been published within the same calendar year.
- 9 At least two issues must be included on each group application.

### Two Special Conditions for Group Registration

Prior to any submission for copyright group registration, the following conditions must be met:

- 1 Two complimentary subscriptions of the serial must first be entered for the Library of Congress, so that promptly after publication two copies of each issue are automatically sent to the Library. The mailing address for these subscription copies is:

*Library of Congress  
Group Periodicals Registration  
Washington, DC 20540-4161*

- 2 A separate letter must also be sent to this same address confirming that the two complimentary subscriptions have been entered. The letter must identify the publisher, the title(s), and the indicia (i.e., volume, number, and issue date on copies) that begin the complimentary subscription(s).

To ensure proper processing, only the address given in number one is to be used for complimentary subscriptions and the letter of confirmation.

### How to File for Group Registration

After the two special requirements (above) have been satisfied, complete Form SE/Group, following the instructions here and on the back of the application, and submit the following material in one package:

- 1 The completed application Form SE/Group
- 2 One copy of each issue listed on the application
- 3 A nonreturnable filing fee

Mail this package to:

*Library of Congress  
Copyright Office-SE  
101 Independence Avenue SE  
Washington, DC 20559-6226*

**NOTE:** This address differs from the address used for the complimentary subscriptions and the confirming letter. For group registrations to be properly processed, send the application, fee, and copies only to this address above.

### How to Obtain Form SE/Group

A fill-in version of Form SE/Group is available on the Copyright Office website at [www.copyright.gov](http://www.copyright.gov). Or you may request a paper form by sending a specific request, including the number of forms (up to five) that you need, to:

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

## **Information on Group Registration of Daily Newsletters and Newspapers**

A serial published twice a week or more often may qualify for group registration as a daily newsletter. A group of daily newsletter issues published on or after July 1, 1999, must be registered on Form G/DN. This form is used to register a group of daily newspaper issues. For further information about group registration on Form G/DN, see Circular 62A, *Group Registration of Newspapers and Newsletters on Form G/DN*.

### **For Further Information**

#### ***By Internet***

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

#### ***By Telephone***

For answers to questions about the procedure in general or about completing the application form or for general information about copyright, call the Copyright Office 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. For questions about the letter confirming the subscriptions or the complimentary subscriptions, call the Copyright Acquisitions Division at (202) 707-7125. If you want to request paper application forms or circulars, call the Forms and Publications Hotline at (202) 707-9100 and leave a recorded message.

#### ***By Regular Mail***

Write to:

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