## **Translation Agreement**

Publication:_	
	(print or type title of publication to be translated)
T	
Language:	
	(print or type language of translation)
Translator: _	
	(print or type your name)

The Library of Congress ("<u>LC</u>") hereby authorizes Translator to prepare a translation of the Publication in the Language ("<u>Translation</u>") upon the following terms and conditions:

- 1. LC shall provide you, at no cost, with computer files of the Publication in whatever format is convenient to LC. If you wish to obtain print copies of the Publication, you may purchase copies from LC's Cataloging Distribution Service ("CDS"). Details for purchasing the Publication are available on the web at <a href="http://www.loc.gov/cds/">http://www.loc.gov/cds/</a>.
- 2. You hereby transfer and assign to LC all right, title, and interest in the Translation. LC hereby grants you a royalty-free, perpetual, worldwide, nonexclusive, nontransferable license to reproduce, transmit, display/perform, distribute, and authorize the redistribution of, the Translation. As a courtesy, LC will notify you if the Translation is incorporated into CDS's product *Cataloger's Desktop*.
- 3. You shall ensure that all copies of the Translation carry the following notice both in English and in the language of translation:

"Copyright © [DATE] The Library of Congress

To order copies of this publication in English, or to receive the complete catalog of bibliographic products and services offered by the Cataloging Distribution Service of the Library of Congress, write or call:

Library of Congress Cataloging Distribution Service 101 Independence Ave., S.E. Washington, DC 20540-4912 U.S.A. Tel: 1-800-255-3666 (in the U.S.) Tel: 202-707-6100 (outside the U.S.) Fax: 202-707-1334

Web: www.loc.gov/cds Email: cdsinfo@loc.gov" If the Translation is a printed publication, this notice must appear on the title page verso.

4. Once the Translation is completed, you shall send one printed copy of the Translation (if it is a printed publication) to:

Chief, CPSO
The Library of Congress
101 Independence Ave., S.E.
Washington, DC 20540-4305 USA

If the Translation is an online product, you shall grant LC access to the online product for so long as the product is sold or otherwise distributed online. Notification of access must be sent to the Chief of LC's Cataloging Policy & Support Office at <a href="mailto:cpso@loc.gov">cpso@loc.gov</a>.

5. You shall send LC a copy of any computer files of the Translation and any updates. These files may either be emailed to <a href="mailto:bjoh@loc.gov">bjoh@loc.gov</a> or postal mailed on computer disk to:

The Library of Congress Cataloging Distribution Service Cataloger's Desktop Product Manager 101 Independence Ave., S.E. Washington, DC 20540-4911 USA

- 6. You shall keep the Translation current. LC will notify you of any updates to the Publication and will provide computer files of updates at no cost to you. You shall incorporate all such updates into the Translation within one year of receiving such update from LC.
- 7. This permission may not be transferred or assigned to third parties.
- 8. LC may revoke this permission at any time for the convenience of the U.S. Government. Such revocation will be forwarded both to you and to the Translation's publisher via the email addresses on file with LC.
- 9. You shall keep LC informed of any changes to your contact information. You shall provide all notifications to LC under this agreement by e-mailing LC at bjoh@loc.gov> with a copy to cpso@loc.gov.
- 10. You must obtain clearances from LC's Office of Communications prior to using LC's logo(s) or the name "Library of Congress" or other LC trademarks or trade names. This applies to all uses regardless of whether on the web, in print, or in any other media. Once approved, similar uses in the same context and format will not require additional approval. The contact at LC for these reviews is Director of Communications, Library of Congress, 101 Independence Avenue, S.E. (LM-

105), Washington, D.C. 20540-1610, telephone 202-707-2905, fax 202-707-9199.

- 11. This agreement is to be governed by, and construed in accordance with, the federal laws of the United States. Any action in regard to the agreement or arising out of its terms and conditions is to be instituted and litigated solely in the federal courts for the District of Columbia. In accordance, the parties submit to the jurisdiction of the federal courts for the District of Columbia.
- 12. This agreement may be signed in counterparts and transmitted by facsimile and/or electronic copy, each of which counterparts will be deemed to be an original and which taken together will constitute the agreement.

If these terms and conditions are acceptable, please do the following:

- Print this agreement and have an authorized person sign and date the agreement.
- Fill out the attached Information Sheet.
- Mail, fax or e-mail this agreement and the Information Sheet to the following address for countersignature: The Library of Congress, Cataloging Distribution Service, Cataloger's Desktop Product Manager, 101 Independence Ave., S.E., Washington, DC 20540-4911, <a href="mailto:bjoh@loc.gov">bjoh@loc.gov</a> (with a copy to <a href="mailto:cpso@loc.gov">cpso@loc.gov</a>), Fax: 202-707-3959.

This agreement is effective upon the last date of signature, below.

For Translator:	For the Library of Congress:
	Beacher J. Wiggins Director, Acquisitions and Bibliographic
	Access
Date	Date

## TRANSLATION AGREEMENT – INFORMATION SHEET

Today's date: \_\_\_\_\_

Info	Information about the Translator:		
<b>♦</b>	Name:		
<b>♦</b>	Address:		
<b>*</b>	Country:		
<b>*</b>	Telephone:		
<b>♦</b>	Fax:		
<b>♦</b>	Email:		
Info	ormation about the Translation's Publisher:		
<b>♦</b>	Name:		
<b>♦</b>	Address:		
<b>♦</b>	Country:		
<b>♦</b>	Telephone:		
<b>♦</b>	Fax:		
<b>♦</b>	Website:		
<b>♦</b>	Email:		
Info	ormation about the Publication:		
<b>♦</b>	Publication title:		
<b>♦</b>	Language of translation:		
<b>♦</b>	Publication / distribution plans:		