

***For groups of published
photographs...***

Please read the instructions and complete the two forms included here:

- Adjunct Application Form GR/PPh/CON
- Form VA



CONTINUATION SHEET FOR FORM VA

Instructions for Group Registration of Published Photographs

Detach and read these instructions before completing this form.

Make sure all applicable spaces have been filled in before you return this form.

This form is not to be used to register unpublished photographs.

Basic Information

When does a group of published photographs qualify for a single registration using Form GR/PPh/CON? A single group copyright registration can be made if all the following conditions are met:

- 1 All the photographs are by the same photographer, whether the author is an individual or an employer for hire.
- 2 All the photographs were first published in the same calendar year.
- 3 All the photographs have the same copyright claimant(s)

When to use this form: You may use Form GR/PPh/CON to list title and publication date information to supplement Form VA for a group of published photographs that qualifies for a single registration under Section 202.3 of the Copyright Office regulations. Use of Form GR/PPh/CON is optional. If Form GR/PPh/CON is used, there is a limit of 50 continuation sheets or 750 photos per registration.

The advantage of group registration: Any number of photographs published within a calendar year may be registered “on the basis of a single deposit, application, and registration fee.”

Cautions about group registration: If infringement of a published work begins before the work has been registered, the copyright owner can obtain the ordinary remedies for copyright infringement (including injunctions, actual damages and profits, and impounding and disposition of infringing articles). However, the owner cannot obtain special remedies (statutory damages and attorney’s fees) unless registration was made before the infringement commenced or within 3 months after first publication of the work. *To be certain that your application, deposit, and fee are received in the Copyright Office within 3 months of publication of the earliest published photograph within the group, you may wish to register fewer than 3 months of published photographs on a single application.*

This Form GR/PPh/CON:

- May only be submitted together with a Form VA.
- Must individually list a group of published photos that qualifies for a single copyright registration.
- May be photocopied to create room for additional entries, up to a maximum of 50 continuation sheets (or 750 photos, with 15 on each Form GR/PPh/CON).

Procedures for Group Registration of Photographs

- 1 You *must* file a basic application on Form VA that contains information required for copyright registration.

- 2 Use of Form GR/PPh/CON together with Form VA is optional. Form GR/PPh/CON provides separate identification for each photograph and gives information about the first publication of each as required by the regulation.
- 3 If Form GR/PPh/CON is not used, the individual date of first publication for each photo must be provided on the deposited copies of the photos.

What Copies Should Be Deposited for a Group Registration of Photographs?

You must deposit a copy of each photograph included in the group for which registration is sought. One copy of each photograph should be submitted in one of the following formats. The formats are listed in the Library of Congress’s order of preference:

- Digital form on one or more CD-ROMS including CD-RWS and DVD-ROMS, in one of these formats: JPEG, GIF, TIFF, or PC D
- Unmounted prints at least 3 × 3” in size, but no larger than 20 × 24”
- Contact sheets
- Slides, each with a single image
- A format in which the photograph has been published, for example, clippings from newspapers or magazines
- A photocopy of each photograph, which must be either a photocopy of an unmounted print at least 3 × 3” in size, but no larger than 20 × 24”, or a photocopy of the photograph in its published format. It must be a color photocopy if the photograph was published in color.
- Slides, each containing up to 36 images
- A videotape clearly depicting each photograph

NOTE: For a photograph published before March 1, 1989, the copy of the photograph must be one that shows the photograph as it was first published. The copy of the photograph must show the copyright notice, if any, that appeared on, or in connection with, the photographic work. This is necessary because the copyright law in effect from January 1, 1978, through February 28, 1989, required that a work be published with a copyright notice identifying the owner of the copyright and the year date of first publication of the work. (For more information, consult Circular 3, *Copyright Notice*.) The deposit copy for a photograph published prior to March 1, 1989, may be any of the above-listed formats as long as the format deposited faithfully reproduces the photograph in its exact, first-publication appearance.

Line-by-Line Instructions for Registering a Group of Published Photographs on Form VA (with or without a Form GR/PPh/CON)

Please type or print using black ink. The form is used to produce the certificate.

It is possible to register a group of published photographs using only Form VA. The use of Form GR/PPh/CON is optional.

1 Space 1: Title

You must give a title for the group (for example: John Smith’s published photos 2001). In the “Previous or Alternative Titles” space you must state “Group Registration/Published Photos” and give the approximate number

of photographs in the group (for example: Group Registration / Published Photos; approx. 450 photographs).

If you complete Form GR/PPh/CON, you will provide a separate title for each individual photograph in the group in space B.

2 Space 2: Author

If the photographs are not works made for hire, name the photographer as the author. If the photographs are works made for hire, name the employer

as author and give the name of the photographer (for example: “XYZ Corporation, employer for hire of John Doe”). *To qualify for a group registration, all the photographs must be by the same individual photographer.* Under “Nature of Authorship,” check only the box for “Photograph.”

3 Space 3a: Year of Creation

Give the calendar year in which you completed the most recent photograph you are registering at this time.

4 Space 3b: 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.”

All published on same date: If the photographs in a group were all published on the same date, give the date of publication and the nation where publication first took place. The publication date must be complete, including month, day, and year. If the exact day-date is unknown, provide your best estimate and note “approx.” In this case, you may complete a Form GR/PPh/CON to list the individual titles in the group and to describe each photograph, but you do not have to give the publication date either on the continuation sheet or on the deposited images.

All published on different dates (within the calendar year): If the photographs in a group were published on different dates, you must give the range of dates of publication in space 3b. For example, if the earliest photograph in the collection was published on January 3, 1999, and the latest on August 15, 1999, space 3b should read “January 3–August 15, 1999”. You *must* then give the complete date (month, day, and year) of first publication for each individual photo.

If you provide the individual publication dates on Form GR/PPh/CON, you should label the photographs in the deposit in such a way that, for each photograph included in the deposit, it will be possible to determine its publication date. For example, you should number each box for each of the entries on Form GR/PPh/CON, and you may elect to write the number of each entry on the back of the corresponding photograph (or, if you deposit photographs in digital formats, use the number in the box as the file name of the corresponding photograph).

The maximum number of continuation sheets that may accompany a group registration of published photographs is 50. This allows for the registration of up to 750 photographs. Where the use of the continuation sheets is preferred, additional claims in groups of 750 photographs or

fewer may be submitted, with an additional filing fee for each group. There is no limit on the number of photographs that may be included in a registration if you prefer not to use the continuation sheets and elect instead another method of providing the complete date of first publication for each individual photograph.

If you choose to provide the individual publication dates on the deposited copies of the photos, you may:

- write them on the back of the image, for paper copies;
- include them in the file name, for electronic copies deposited on CD-ROM or DVD;
- list them separately in a text file or on a print-out, provided it is clear which date corresponds with which photo.

All published within 3 months of registration: If each photograph in a group is first published within 3 months before the date on which an acceptable application, deposit, and fee are received in the Copyright Office, you may give the range of publication dates, (e.g.: February 15–April 5, 2001) in space 3b of the application without giving publication dates on the deposited images or on a Form GR/PPh/CON.

5 Space 4: Claimant(s)

Name(s) and Address(es) of Copyright Claimant(s): Give the name(s) and address(es) of the copyright claimant(s) in this work even if the claimant is the same as the author. Copyright in a work belongs initially to the author of the work, including, in the case of a work made for hire, the employer or other person for whom the work was prepared. The copyright claimant is either the author of the work or a person or organization to whom the copyright initially belonging to the author has been transferred.

Transfer: The statute provides that, if the copyright claimant is not the author, the application for registration must contain “a brief statement of how the claimant obtained ownership of the copyright.” If any copyright claimant named in space 4 is not an author named in space 2, give a brief statement explaining how the claimant(s) obtained ownership of the copyright. *Examples:* “By written contract”; “Transfer of all rights by author”; “Assignment”; “By will.” Do not attach transfer documents or other attachments or riders.

6 Spaces 5 and 6

Not applicable; leave blank.

7 Spaces 7, 8, and 9

Complete where applicable.

CONTINUATION SHEET FOR FORM VA

for Group Registration of Published Photographs

REGISTRATION NUMBER _____

- This optional Continuation Sheet (Form GR/PPh/CON) is used only in conjunction with Form VA for group registration of published photographs.
- This form *may not* be used as a continuation sheet for unpublished collections. To list individual titles in unpublished collections, use Form CON.
- If you do not have enough space for all the information you need to give on Form VA or if you do not provide all necessary information on each photograph, use this Continuation Sheet and submit it with completed Form VA.
- No more than 50 continuation sheets (or 750 photos) may be used with a single filing fee and Form VA.
- If you submit this Continuation Sheet, clip (do not tape or staple) it to completed Form VA and fold the two together before submitting them.
- Space A of this sheet is intended to identify the author and claimant.
- Space B is intended to identify individual titles and dates of publication (and optional description) of individual photographs.
- Use the boxes to number each line in Part B consecutively. If you need more space, use additional Forms GR/PPh/CON.
- Copyright fees are subject to change. For current fees, check the Copyright Office website at www.copyright.gov, write the Copyright Office, or call (202) 707-3000.

USE ONLY WITH FORM VA

EFFECTIVE DATE OF REGISTRATION

(Month) _____ (Day) _____ (Year) _____

CONTINUATION SHEET RECEIVED

Page _____ of _____ pages

DO NOT WRITE ABOVE THIS LINE. FOR COPYRIGHT OFFICE USE ONLY

A

Identification
of Application

IDENTIFICATION OF AUTHOR AND CLAIMANT: Give the name of the author and the name of the copyright claimant in all the contributions listed in Part B of this form. The names should be the same as the names given in spaces 2 and 4 of the basic application.

Name of Author _____

Name of Copyright Claimant _____

B

Registration
for Group of
Published
Photographs

COPYRIGHT REGISTRATION FOR A GROUP OF PUBLISHED PHOTOGRAPHS: To make a single registration for a group of works by the same individual author, all published within 1 calendar year (*see instructions*), give full information about each contribution. If more space is needed, use additional Forms GR/PPh/CON. Number the boxes.

Number	Title of Photograph _____ Date of First Publication _____ (Month) _____ (Day) _____ (Year) _____ Nation of First Publication _____ Description of Photograph _____ (Optional)
Number	Title of Photograph _____ Date of First Publication _____ (Month) _____ (Day) _____ (Year) _____ Nation of First Publication _____ Description of Photograph _____ (Optional)
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B

Registration for Group of Published Photographs (continued)

Certificate will be mailed in window envelope to this address:

Name ▼
Number / Street / Apt ▼
City / State / Zip ▼

YOU MUST:

- Complete all necessary spaces
- Sign your application

SEND ALL 3 ELEMENTS IN THE SAME PACKAGE:

- 1 Application form
- 2 Nonrefundable fee in check or money order payable to *Register of Copyrights*
- 3 Deposit material

MAIL TO:

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

C

Copyright Office fees are subject to change. For current fees, check the Copyright Office website at www.copyright.gov, write the Copyright Office, or call (202) 707-3000.

REGISTRATION NUMBER

VA VAU
EFFECTIVE DATE OF REGISTRATION

Month Day Year

DO NOT WRITE ABOVE THIS LINE. IF YOU NEED MORE SPACE, USE A SEPARATE CONTINUATION SHEET.

1

Title of This Work ▼ **NATURE OF THIS WORK** ▼ See instructions

Previous or Alternative Titles ▼

Publication as a Contribution If this work was published as a contribution to a periodical, serial, or collection, give information about the collective work in which the contribution appeared. **Title of Collective Work** ▼

If published in a periodical or serial give: **Volume** ▼ **Number** ▼ **Issue Date** ▼ **On Pages** ▼

2

NOTE
Under the law, the "author" of a "work made for hire" is generally the employer, not the employee (see instructions). For any part of this work that was "made for hire" check "Yes" in the space provided, give the employer (or other person for whom the work was prepared) as "Author" of that part, and leave the space for dates of birth and death blank.

a

NAME OF AUTHOR ▼ **DATES OF BIRTH AND DEATH**
Year Born ▼ Year Died ▼

Was this contribution to the work a "work made for hire"? Yes No

Author's Nationality or Domicile
Name of Country
OR Citizen of _____
Domiciled in _____

Was This Author's Contribution to the Work
Anonymous? Yes No
Pseudonymous? Yes No
If the answer to either of these questions is "Yes," see detailed instructions.

Nature of Authorship Check appropriate box(es). **See instructions**

3-Dimensional sculpture Map Technical drawing
 2-Dimensional artwork Photograph Text
 Reproduction of work of art Jewelry design Architectural work

b

Name of Author ▼ **Dates of Birth and Death**
Year Born ▼ Year Died ▼

Was this contribution to the work a "work made for hire"? Yes No

Author's Nationality or Domicile
Name of Country
OR Citizen of _____
Domiciled in _____

Was This Author's Contribution to the Work
Anonymous? Yes No
Pseudonymous? Yes No
If the answer to either of these questions is "Yes," see detailed instructions.

Nature of Authorship Check appropriate box(es). **See instructions**

3-Dimensional sculpture Map Technical drawing
 2-Dimensional artwork Photograph Text
 Reproduction of work of art Jewelry design Architectural work

3

a **Year in Which Creation of This Work Was Completed**
Year _____

b **Date and Nation of First Publication of This Particular Work**
Complete this information ONLY if this work has been published. Month _____ Day _____ Year _____ Nation _____

4

COPYRIGHT CLAIMANT(S) Name and address must be given even if the claimant is the same as the author given in space 2. ▼

Transfer If the claimant(s) named here in space 4 is (are) different from the author(s) named in space 2, give a brief statement of how the claimant(s) obtained ownership of the copyright. ▼

APPLICATION RECEIVED
ONE DEPOSIT RECEIVED
TWO DEPOSITS RECEIVED
FUNDS RECEIVED

DO NOT WRITE HERE
OFFICE USE ONLY

EXAMINED BY _____

FORM VA

CHECKED BY _____

CORRESPONDENCE

Yes

FOR
COPYRIGHT
OFFICE
USE
ONLY

DO NOT WRITE ABOVE THIS LINE. IF YOU NEED MORE SPACE, USE A SEPARATE CONTINUATION SHEET.

PREVIOUS REGISTRATION Has registration for this work, or for an earlier version of this work, already been made in the Copyright Office?

Yes No If your answer is "Yes," why is another registration being sought? (Check appropriate box.) ▼

a. This is the first published edition of a work previously registered in unpublished form.

b. This is the first application submitted by this author as copyright claimant.

c. This is a changed version of the work, as shown by space 6 on this application.

If your answer is "Yes," give: **Previous Registration Number** ▼

Year of Registration ▼

5

DERIVATIVE WORK OR COMPILATION Complete both space 6a and 6b for a derivative work; complete only 6b for a compilation.

a. **Preexisting Material** Identify any preexisting work or works that this work is based on or incorporates. ▼

a

6

See instructions
before completing
this space.

b. **Material Added to This Work** Give a brief, general statement of the material that has been added to this work and in which copyright is claimed. ▼

b

DEPOSIT ACCOUNT If the registration fee is to be charged to a Deposit Account established in the Copyright Office, give name and number of Account.

Name ▼

Account Number ▼

a

7

CORRESPONDENCE Give name and address to which correspondence about this application should be sent. Name/Address/Apt/City/State/Zip ▼

b

Area code and daytime telephone number ()

Fax number ()

Email

CERTIFICATION* I, the undersigned, hereby certify that I am the

- check only one ▶ {
- author
 - other copyright claimant
 - owner of exclusive right(s)
 - authorized agent of _____

Name of author or other copyright claimant, or owner of exclusive right(s) ▲

of the work identified in this application and that the statements made by me in this application are correct to the best of my knowledge.

Typed or printed name and date ▼ If this application gives a date of publication in space 3, do not sign and submit it before that date.

Date _____

8

Handwritten signature (X) ▼

X _____

Certificate will be mailed in window envelope to this address:

Name ▼
Number/Street/Apt ▼
City/State/ZIP ▼

YOU MUST:

- Complete all necessary spaces
- Sign your application in space 8

SEND ALL 3 ELEMENTS IN THE SAME PACKAGE:

1. Application form
2. Nonrefundable filing fee in check or money order payable to *Register of Copyrights*
3. Deposit material

MAIL TO:

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

9

*17 USC §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.