

# Form SE/Group

Detach and read these instructions before completing this form.  
Make sure all applicable spaces have been filled in before you return this form.

## BASIC INFORMATION

**When to Use this Form:** All the following conditions must be met in order to use this form. If any one of the conditions does not apply, you must register the issues separately using Form SE or Short Form SE.

1. You must have given a complimentary subscription for two copies of the serial to the Library of Congress, confirmed by letter to: *Library of Congress, Group Periodicals Registration, Washington, DC 20540-4161*. Subscription copies must be mailed separately to the same address.
2. The claim must be in the collective works.
3. The works must be essentially all new collective works or issues.
4. Each issue must be a work made for hire.
5. The author(s) and claimant(s) must be the same person(s) or organization(s) for all the issues.
6. Each issue must have been created no more than 1 year prior to publication.
7. All issues in the group must have been published within the same calendar year.

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, annu-als, journals, proceedings of societies, and other similar works.

**Which Issues May Be Included in a Group Registration:** You may register two or more issues of a serial published at intervals of 1 week or longer under the same continuing title, *provided that the issues were published within a 90-day period during the same calendar year.*

**Deposit to Accompany Application:** Send one copy of each issue included in the group registration with the application and fee.

**Fee:** The filing fee is nonrefundable and must be sent with the application or charged to an active deposit account in the Copyright Office. Make checks payable to *Register of Copyrights*. 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.

**Mailing Instructions:** Send the application, deposit copies, and fee together in the same package to: *Library of Congress, Copyright Office, 101 Independence Avenue SE, Washington, DC 20559-6000.*

**International Standard Serial Number (ISSN):** ISSN is an internationally accepted code to identify serial publications. If a published serial has not been assigned an ISSN, application forms and additional information may be obtained from Library of Congress, National Serials Data Program, Serial Record Division, Washington, DC 20540-4160. Call (202) 707-6452. Or obtain information via the Internet at [www.loc.gov/issn](http://www.loc.gov/issn). Do not contact the Copyright Office for ISSNs.

**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. A claim in the "collective work" extends to all copyrightable authorship created by employees of the author, as well as any independent contributions in which the claimant has acquired ownership of the copyright.

**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."

**Creation:** A work is "created" when it is fixed in a copy (or phonorecord) for the first time. For a serial, the year in which the collective work was completed is the creation date.

**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.

**The Copyright Notice:** Before March 1, 1989, the use of copyright notice was mandatory on all published works, and any work first published before that date should have carried a notice. For works first published on and after March 1, 1989, use of the copyright notice is optional. For more information about copyright notice, see Circular 3, *Copyright Notice*.

**For Further Information:** To speak to a Copyright Office staff member, call (202) 707-3000 (TTY: (202) 707-6737). Recorded information is available 24 hours a day. Order forms and other publications from the address at the bottom of page 2, or call the Forms and Publications Hotline at (202) 707-9100. Access and download circulars, forms, and other information from the Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

### PRIVACY ACT ADVISORY STATEMENT Required by the Privacy Act of 1974 (P.L. 93-579)

The authority for requesting this information is title 17 USC §409 and 410. Furnishing the requested information is voluntary. But if the information is not furnished, it may be necessary to delay or refuse registration, and you may not be entitled to certain relief, remedies, and benefits provided in chapters 4 and 5 of title 17 USC.

The principal uses of the requested information are the establishment and maintenance of a public record and the examination of the application for compliance with the registration requirements of the copyright code.

Other routine uses include public inspection and copying, preparation of public indexes, preparation of public catalogs of copyright registrations, and preparation of search reports upon request.

NOTE: No other advisory statement will be given in connection with this application. Please keep this statement and refer to it if we communicate with you regarding this application.

## LINE-BY-LINE INSTRUCTIONS

### 1 SPACE 1: Title and Date of Publication

Give the complete title of the serial, followed by the International Standard Serial Number (ISSN), if available. List the issues in the order of publication. For each issue, give the volume, number, and issue date appearing on the copies, followed by the complete date of publication, including month, day, and year. If you have not previously registered this identical title under Section 408 of the Copyright Act, please indicate by checking the box.

### 2 SPACE 2: Author and Copyright Claimant

Give the fullest form of the author and claimant's name and mailing address. If there are joint authors and claimants, give the names and addresses of all the author/claimants. If the work is not of U.S. origin, add the citizenship or domicile of the author/claimant, or the nation of publication.

**Certification:** The application cannot be accepted unless it bears the handwritten signature of the copyright claimant or the duly authorized agent of the copyright claimant.

**Person to Contact for Correspondence about this Claim:** Give the name, address, telephone number, area code, fax number, and email address (if available) of the person to whom any correspondence concerning this claim should be addressed. Give the address only if it is different from the address for mailing of the certificate.

**Deposit Account:** If the filing fee is to be charged against a deposit account in the Copyright Office, give the name and number of the account in this space. Otherwise, leave the space blank and forward the filing fee with your application and deposit.

**Mailing Address of Certificate:** This address must be complete and legible since the certificate will be mailed in a window envelope.

(Information continues on reverse)

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

REGISTRATION NUMBER \_\_\_\_\_

EFFECTIVE DATE OF REGISTRATION \_\_\_\_\_

APPLICATION RECEIVED \_\_\_\_\_

ONE DEPOSIT RECEIVED \_\_\_\_\_

EXAMINED BY \_\_\_\_\_

CORRESPONDENCE

**DO NOT WRITE ABOVE THIS LINE.**

**1**  
List in order of publication

No previous registration under identical title

TITLE ▼	ISSN ▼		
Volume ▼	Number ▼	Issue date on copies ▼	Month, day, and year of publication ▼
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			
6. ....			
7. ....			
8. ....			
9. ....			
10. ....			
11. ....			
12. ....			
13. ....			
14. ....			

**2** NAME AND ADDRESS OF THE AUTHOR/COPYRIGHT CLAIMANT IN THESE COLLECTIVE WORKS MADE FOR HIRE ▼

FOR NON-U.S. WORKS: Author's citizenship ▼ Domicile ▼ Nation of publication ▼

**CERTIFICATION\*:** I, the undersigned, hereby certify that I am the copyright claimant or the authorized agent of the copyright claimant of the works identified in this application, that all the conditions specified in the instructions on the back of this form are met, that I have deposited two complimentary subscription copies with the Library of Congress, and that the statements made by me in this application are correct to the best of my knowledge.

Handwritten signature (X) \_\_\_\_\_ Typed or printed name \_\_\_\_\_

**PERSON TO CONTACT FOR CORRESPONDENCE ABOUT THIS CLAIM**

Name \_\_\_\_\_ Daytime telephone \_\_\_\_\_

Address (if other than given below) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Certificate will be mailed in window envelope to this address:

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

**DEPOSIT ACCOUNT**

Account number \_\_\_\_\_

Name of account \_\_\_\_\_

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

\*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.