

SPECIAL DELIVERY

FIRST CLASS MAIL

SPECIAL DELIVERY

COPYRIGHT OFFICE

FIRST CLASS

# ANNOUNCEMENT

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**REGISTRATION AND RECORDATION ELEMENTS  
MUST BE SUBMITTED TOGETHER**

**WHEN REQUESTING REGISTRATION BY MAIL, SEND ALL ELEMENTS IN THE SAME PACKAGE. WHEN REQUESTING REGISTRATION BY PERSON OR BY MESSENGER REGISTER TOGETHER WITH ALL ELEMENTS IN THE COPY- RIGHT PUBLIC OFFICE, BRING ALL ELEMENTS OF MATERIAL RECEIVED BY THE LARGE VOLUME SUBMISSIONS OR SUBMISSIONS WITH INCOR- RECT FEES.**

SPECIAL DELIVERY

REGISTER OF COPYRIGHTS

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PURCHASES

# REGISTRATIONS

This notice is to remind those wishing to register a claim to copyright that under the 1976 Copyright Act (17 U.S.C. 408) they must submit *together* (i.e., in one package) all applicable elements:

1. a properly-completed registration form.
2. a correct, non-refundable filing fee for each application—  
for initial registration—\$10  
for renewal —\$ 6
3. a deposit of the work being registered. The deposit requirements will vary in particular situations. The general requirements are as follows:
  - If the work is unpublished, one complete copy or phonorecord.

- If the work was first published in the United States on or after January 1, 1978, two complete copies of phonorecords of the best edition.
- If the work was first published in the United States before January 1, 1978, two complete copies or phonorecords of the work as first published.
- If the work was first published outside the United States, one complete copy or phonorecord of the work as first published, regardless of the date of publication.
- If the work is a contribution to a collective work, and published after January 1, 1978, one complete copy or phonorecord of the best edition of the collective work.
- For renewals, no deposit is required.

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**When requesting registration by mail, send all elements in the same package. When requesting registration in person or by messenger in the Copyright Public Office, bring all elements together. Because of the large volume of material received by the Copyright Office, we cannot accept incomplete submissions or submissions with incorrect fees.\***

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When material is delivered to the Information Section, an information specialist will provide a receipt to show that the material described was received in the Copyright Office on the date specified. When multiple claims are submitted by or on behalf of the same remitter, however, the information specialist will provide only one receipt and will list only one title on the receipt.

## MAILING INSTRUCTIONS:

The correct applicable elements—the application, deposit (copies or phonorecords), and fee must be mailed *in the same package* to:

Register of Copyrights  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

## IN-PERSON DELIVERY INSTRUCTIONS:

The correct applicable elements must be delivered *together* to:  
Information Section  
James Madison Memorial Bldg., LM 401  
Library of Congress  
Hours: Monday-Friday 8:30-5:00

\*(Occasional exceptions to this general rule may be made for unusually large deposits such as feature films or multi-volume encyclopedias. Please contact the Public Information Office at (202) 287-8700 before sending any incomplete submission.)

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# RECORDATIONS OF TRANSFERS AND OTHER DOCUMENTS

Any transfers of copyright ownership or other document pertaining to a copyright may be recorded in the Copyright Office if the document filed for recordation is accompanied by the appropriate fee.

- The basic recording fee for a document consisting of six pages or less covering no more than one title is \$10.
- An additional charge of 50 cents is made for *each* page over six.
- An additional charge of 50 cents is made for *each* title over one listed in the document, including former titles and alternate titles.

## EXAMPLES:

- A document consisting of two pages and containing two titles. Fee is \$10.50.
- A document consisting of 10 pages and containing six titles. Fee is \$14.50.

## NOTE:

The fee for each transfer is \$10 regardless of how many transfers are on a single page.

## MAILING INSTRUCTIONS:

The document(s) and correct fee(s) must be submitted *together* to:  
Documents Unit  
Copyright Office, LM 462  
Library of Congress  
Washington, D.C. 20559

## IN-PERSON DELIVERY INSTRUCTIONS:

The document(s) and correct fee(s) must be submitted *together* to:  
Information Section  
James Madison Memorial Bldg., LM 401  
Library of Congress  
Hours: Monday-Friday 8:30-5:00