

COPYRIGHT DISCLOSURE FORM

GENERAL INSTRUCTIONS:

The spaces provided on this form are intended to provide a guide as to the amount of information which experience has shown is needed for the purposes of an initial consultation. However, if you feel additional space is required, please feel free to attach as many sheets of paper as you may require for your purpose. Please print or write as clearly and legibly as possible, so as to avoid any undue delay in the assessment of your creation.

I. CLIENT INFORMATION:

A. Name of client (for billing purposes):

B. Name of contact person (if A. is other than a personal name):

C. Client Address:

D. Telephone:

(Home): () _____ (Business): () _____

E. Facsimile:

() _____

II. AUTHOR INFORMATION:

It is essential that the authors of a Work be correctly and fully identified in any copyright application filed for the Work. Any failure to so identify all persons who contributed in a significant manner to the content of the Work at the outset will, at the very least, complicate, and therefore increase the cost of obtaining registered copyright. In addition, such a failure may result in any resulting copyright registration being held to be invalid, and therefore unenforceable. Please ensure, therefore, that a careful review is made concerning all individual and collective contributions that went into each element of the work.

A. CONTRIBUTOR NUMBER 1.

1. Name: _____
2. Address: _____

3. Phone: () _____
4. Citizen of: _____
5. Describe below this person's contribution to the Work:
(Attach separate sheet, if necessary.)

Examples: "Author of Entire Text"; "Co-author of Chapter 7";
"Vocals and Guitar on Track 6"; "Text Editing"; "Coding of Computer
Program"; "Ink Sketches"; "Plot and outline suggestions"

B. CONTRIBUTOR NUMBER 2. (if applicable)

1. Name: _____
2. Address: _____

3. Phone: () _____
4. Citizen of: _____
5. Describe below this person's contribution to the Work:
(Attach separate sheet, if necessary.)

C. ADDITIONAL CONTRIBUTORS (if applicable)

On separate sheets, provide for any additional contributors the same type of information given above for Contributors 1. and 2.

III. OWNERSHIP INFORMATION:

Ownership of a Work is a thing quite apart from authorship and can be affected by many circumstances. It is important to clarify the extent and diversity of all possible ownership interests in a Work prior to your making any substantial commitments to any legal, developmental, or marketing expenses.

Each of the questions listed below will bear on the final determination of ownership. Remember in answering these questions, that any failure to determine the proper owner at this initial stage could, in the long run, lead to either an unenforceable registration, or, to a court awarding an equitable assignment of the copyright to the proper owner, without necessarily providing you with any recompense for your expenses in obtaining those rights.

- A. Were any of the persons named above employees at the time they contributed to the work? (Answer "Yes" or "No" beside the name of each contributor)
- B. If you answered "No" for all of the persons under Section A, go to Section C, below. If your answer was "Yes" for any of the contributors, answer the following additional questions:
1. By whom are/were such persons employed? (Give the name of each contributor who is an employee, followed by the name of his/her employer.)
 2. Is there a written employment contract? (Indicate "Yes" or "No" beside the name of each employee contributor.)
 3. Do any of the employers named in Question 1. have a written policy concerning Works authored by employees? (Answer "Yes" or "No" below beside the name of each employer.)

4. If the answer to Question 3. is "No" for each and every employer, skip to Question 5, below. If the answer is "Yes" for one or more employers, list below the general terms of such policy for each employer that has such a policy. (Attach separate sheets if necessary.)
5. What type of work are each of the employee contributors employed to do? (Attach separate sheets if necessary.)
6. Does the Work relate to the general type of work referred to in Question 5.? (Give a "Yes" or "No" answer beside the name of each employee contributor)
7. Were any of the resources of the employers named in Question 1, (eg. premises, word-processing equipment, research sources, drafting tools or employee time, e.g. secretarial effort) used in creating the Work? (Answer "Yes" or "No". If "Yes", give the name of the employer and the resources used, attaching separate sheets, if necessary.)
8. Does the Work relate to the business, or any natural expansion of the business, of the employers named in Question 1.? (Answer "Yes" or "No". If "Yes", give the name of the employer(s) and a brief explanation of their business.)

- C. Were any of the contributors working under a commission or as independent contractors at the time the Work was created?** (Answer "Yes" or "No" beside the name of each contributor.)

If yes, describe the terms of the commission or contract.

- D. Were any third party funds used in any work which lead to the work?** (Answer "Yes" or "No". If your answer is "Yes", give the name of the party providing such funding.)

E. If your answer to Section D was "No", skip to Section F. If your answer was "Yes", answer the following question.

1. **Were there any contractual provisions which might effect ownership or use of the Work as a consequence of such third party funding?** (Answer "Yes" or "No". If your answer is "Yes", provide a brief description of such provisions, attaching separate sheets, if necessary.)

F. Have any agreements, either oral or written, been entered into by any of the contributors which could affect the right to file an application for copyright to the work in their own names? (Answer "Yes" or "No" for each contributor and briefly indicate the nature of any such agreements.)

IV. DISCLOSURE OF THE WORK:

A. BRIEF DESCRIPTION

Please provide a brief description of the Work

V. STATUS OF WORK:

A. Has the Work been published?

(Answer "Yes" or "No". If "Yes", give the date, place and type of first publication)

Thank you for filling out this form