

United Church Copyright Policy

1. **Premise:** Churches need to get permission to photocopy, reproduce in bulletins, make transparencies, project from a computer onto a screen, or show a video clip. Gone are the days when it is acceptable to copy work and suggest it is your own or just show graphic. It is important to give credit where credit is due. You never know when someone will post a picture or record something that is later posted on social media. It is important to protect the church from claims of copyright infringement. It is like insurance. You may never have a fire or loss but you need to protect yourself all the same.

2. Hymns, Music, and Printed Worship Resources

Congregations cannot legally photocopy, reproduce in bulletins, or use on overheads or a projection system material that is in copyright unless they get permission. In most cases, buying a book does not give the purchaser the right to make reprints in whole or in part. For example, most hymnals have explicit statements on the copyright page about conditions under which certain of the contents may be reproduced.

3. Images from the Internet

Information or clips from the Internet need to be treated as if it were a very large book that has not been carefully edited. The owners of a Web site might not have done their homework, and you could be liable for civil damages if you reprint copyrighted material without permission of the owner of the material. Avoid using any Internet content that does not have clear assertions about where it came from, the names of the authors, and their affiliation. Avoid posting (republishing) audio or video clips that you have not carefully verified for copyright status and cleared with the owner.

4. Annual Fees

Trinity will purchase licenses for music, film and live streaming and record the monthly usage. A member of the congregation will be appointed as the Copyright Reporting Officer.

5. Live Streaming

_____ will purchase a license for Live Streaming each year. A notice will be posted notifying those who enter the Sanctuary that Live Streaming will be in process for the service. Care will be taken to take general shots of the congregation. The Copyright and Live Streaming License numbers will be posted on the last slide of each service.

Resourced from Copyright Guide for Congregations United Church of Canada 2014. Please continue to check for updates at both UCC and Government sites.

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