



Church Copyright Fact File



Reporting

This Fact File has been created by CCLI to explain why licence holders need to report the songs and publications they reproduce or copy and music they play. If you do not find all the information you need here, visit uk.ccli.com/reporting or contact CCLI (details overleaf).

What is a report?

The Terms of Agreement of the Church Copyright Licence (CCL) permit licence holders to reproduce the words and music of authorised* hymns and worship songs. In order to calculate the royalties due to song owners, licence holders are required to notify CCLI which songs have been reproduced and by what method. The notification to CCLI is called a report or copy report.

A report is also required for the Music Reproduction Licence (MRL). The MRL report tells CCLI about the authorised* songs which have been reproduced from authorised* music publications (and includes the photocopying of files from CD-ROMs and photocopying of songs previously downloaded from authorised websites) as well as copies that have been shared electronically.

A report is also required for the Copyright Licensing Agency (CLA) Church Licence and the PPL Church Licence. CCLI forwards these reports to the respective licensing agencies.

**Not all songs and music publications are covered by CCLI licences. Information about which songs and music publications are authorised under the licences is available online at uk.ccli.com/authorised-lists*

How do I report?

All reporting is now done on CCLI's Online Reporting website: olr.ccli.com. Licence holders receive a reporting guide when they renew their licences. Alternatively you can find further information at uk.ccli.com/reporting including full instructions and help-guides.

The Online Reporting process enables CCLI to meet new requirements from copyright owners regarding the quality and nature of the data that we collect. These requirements include:

- You must now report a song every time you reproduce it, rather than just reporting that you have used a song at least once in your licence period.
- The different categories in which a song is reported have changed to reflect changes in the technology that may be used to reproduce it

When do I report?

Reporting should be done on a weekly or regular basis with the exception of the PPL Church Licence, which only requires an annual report to be completed at the end of your licence period.

Is reporting optional?

No. The Terms of Agreement require all licence holders to report to CCLI as follows:

Licence type	Information to report	How often
CCL	When a song is reproduced from a printed, copied or handwritten source (e.g. service sheets or OHP acetates), or when a song that has been typed in or copied from elsewhere is projected or shared electronically. Reporting is also required when you record the performance of a song during a service or make a translation of a song into a different language.	Report activity weekly
MRL	When you photocopy or scan words or music from a songbook or sheet music, or share an electronic copy of sheet music (e.g. a PDF)	Report activity weekly
CLA Church Licence	All non-music publications from which pages have been photocopied.	Whenever copies are made
PPL Church Licence	A general indication of which genres of music are played during church activities, with some additional information about record labels if Christian or Choral genres are played.	Once a year

Completing your report

CCLI recommends that licence holders regularly update their reports throughout the licence period with the songs and publications reproduced or copied under the terms of their licences.

With the introduction of Online Reporting it is now easier for the responsibility to be shared among all those who use songs and make copies. Reporting can now be done as you go using any computer, smartphone or tablet with access to the internet.

Some churches find it helpful to put reminders next to the photocopier to remind people to report photocopying. Others put in place systems to regularly remind worship leaders (and the leaders of any children's programmes or mid-week meetings) of the need to report the songs they've reproduced and any photocopying which they've done under the licence.

To find out more about reporting visit uk.ccli.com/reporting.

Reporting and projection software/SongSelect

Currently it is not possible to update your report directly from commercial projection software. CCLI may develop this feature in the future.

Churches who subscribe to SongSelect can find the songs they have downloaded from SongSelect by clicking the SongSelect link in the Online Reporting menu. To find out more about SongSelect visit uk.ccli.com/songselect.

What is copyright?

Copyright is an intellectual property right given to the creators of original musical, literary and dramatic works. The Copyright, Designs and Patents Act 1988 (CDPA) is the legislation that currently operates in the UK and provides the creator with two main rights:

Economic

this allows the creator to charge anyone who wishes to copy, perform or record their work for any commercial or non-commercial use.

Moral

this allows the creator to protect their work from any change which might be considered offensive or not in keeping with their wishes.

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This Fact File is provided for information purposes only and does not constitute legal advice. If in doubt you should consult a legal expert. Whilst we aim to be as accurate as possible, CCLI can accept no responsibility for any errors or omissions in the information provided.

[Christian Copyright Licensing International \(CCLI\)](http://www.ccli.org.uk)

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