

Music Copyright at DPC

The law

In Australia it is illegal to copy music unless you have permission from the owner of the song. CCLI is an organisation that is a go-between so that we can get permission to photocopy the music and words for the songs we sing at church. DPC pays an annual fee for this. As part of the contract **you need to report every song that you make a copy of**. Thankfully, it's a fairly simple process. **If you photocopy music without reporting it to CCLI it is no different to pirating movies or copying music, it is stealing.** DPC pays the CCLI fees to make it easy for you to legally copy music. It is up to you to do the reporting.

Song Words (Keynote or printed words)

When a new keynote file is made on the church computer, you need to report it to CCLI. The ministers usually do this so it is their responsibility. If you are putting together words onto a song sheet for a camp, or an outreach event, they will need to be reported by you.

Music (Photocopying Music)

If you make a copy of music in any form, it needs to be reported.

If you *email* a copy of the music to your musicians, it needs to be reported.

If you *print* a copy of the music, it needs to be reported.

If you make a *photocopy* of some music it needs to be reported.

It is the **responsibility of the person who does the printing to do the reporting.** It is not the responsibility of the person who is receiving the music.

If your music team leader emails you a copy of song or prints out a song for you it is their responsibility to report it. **If you then print it out it is your responsibility to report it as well.** This means if you email a song to someone and they print it, it needs to be reported twice. This means we as a church pay double so it is not a good habit to be emailing songs. It is far better to print out or photocopy the music and hand it around manually.

If you have paid for a song from a website for example from musicnotes.com you can print out the original copy that you have paid for without reporting it. If you make any further copies you need to report them to CCLI.

Because of the cost involved in copying music we would like all music to be kept, preferably in a folder, so that if you leave the music team you can hand the folder onto someone else who can re-use it.

How to report songs.

There are 2 different ways that you can report songs, you only need to do one of these ways.

1. Report the song online

If you regularly copy music or if you are copying lots of different songs then we would prefer you to do it online.

- Go to <http://olr.ccli.com>, and click on 'reporting'.
- Log in and fill in the details of the songs you have photocopied.
- If you need instructions on how to do this there are instructions on the DPC website dpc.org.au
- You need a login which you can request from Doug Prior from church@9.ddprior@tpg.com.au

OR

2. Fill in the form at the church near the photocopier.

If you are just copying one or two songs then you can simply fill in the sheet at church near the photocopier.

You will need to fill in (1) the name of the song, (2) the author of the song, (3) how many copies you made, and (4) where the original song came from.

Where the original song came from can be a song book, and enhanced CD, a website, or song select.

If you have a photocopy of some music but you do not know where the original came from, you are not allowed to photocopy that music.

