

United Methodist Women Copyright and Permissions Guide for Virtual Meetings



As you begin to lead meetings over virtual platforms such as Zoom, there will be many opportunities to engage your audience and add a personal touch by including music, artwork, photographs, and other creative works. However, there are important copyright laws to keep in mind. The virtual platforms you will be using hold the user accountable for gaining the necessary permissions to use content from third parties, and will not be responsible should a copyright infringement claim occur. This guide is designed to help you identify content that you can use for your events, and endeavors to provide straightforward ways to avoid copyright infringements.

UNITED METHODIST WOMEN-OWNED CONTENT

United Methodist Women understands and acknowledges that the way we are conducting our meetings has fundamentally changed as a result of the Covid-19 pandemic. To help our members, UMW provides the following permissions and guidelines for the use of written and music content for virtual meetings, including the broadcasting, streaming or recording of such meetings, which may take place on live-streaming platforms.

PERMISSIONS

- **UMW-Owned Content (print, digital, and video)**

For your upcoming meetings and events in 2020 and 2021, you have permission to use UMW written or created content from the following resources: Program Book, Prayer Calendar, Mission Studies, web articles, **response** magazine, and UMW videos, etc. Please check the copyright notice, usually found toward the beginning of the publication or video. Please be aware that UMW resources may contain copyrighted works owned by another party, whose permission may also be required.

- **Music**

Music licenses have been secured from OneLicense and CCLI (Christian Church Copyright License) groups. These licenses are in place through August 1, 2021. You can **ONLY** use music covered by these licensing groups for your annual meetings, unless you obtain separate permissions or the works are in the public domain. Please use the below license numbers when crediting your music:

OneLicense #A-709087

CCLI #4573941

For example, songs in the following books are covered under these licenses:

United Methodist Hymnal

The Faith We Sing

For Everyone Born: Global Songs

Global Praise #1, 2, and 3

CREDITS

As you plan and prepare for a virtual meeting please keep in mind: During any virtual event, recorded or not, all slides and documents using lyrics, poems, excerpts, songs, films, artwork and other publications must be properly credited.

For UMW resources, please include the following notice in your credits:

“© United Methodist Women. All rights reserved. Used by permission.”

For music please use the following format for your credit in a small font in the bottom right corner of a PPT slide. In church bulletins you just include the title and name of composer. This is from “Spirit of the Living God” in *The United Methodist Hymnal*.

OneLicense #A-709087
WORDS Daniel Iverson, 1926; adapt. (Acts 11:15)
MUSIC: Daniel Iverson, 1926
© 1935, renewal © 1963 Birdwing Music

USING A QUOTE FROM A PHYSICAL PUBLICATION (BOOK, POEM, ETC.)

Unfortunately, there is not a hard and fast rule stating how much material from a written work can be quoted in order to avoid a copyright infringement claim. The best way to avoid copyright infringement is by using material in the public domain, or obtaining written permission from the copyright holder.

PUBLIC DOMAIN

The public domain refers to all materials (not just written materials) that are not protected by copyright. As of January 1, 2020, all works created in the United States in 1924 or earlier are officially in the public domain, and can be used without permission. It is always good practice to credit the author of the work, even if it is in the public domain.

To determine if a work was published in 1924 (or earlier), you can search the U.S. Library of Congress Database at loc.gov or ask a local librarian.

Note: In some cases, contemporary authors/creators may take a written work from the public domain and make it their own by adding a verse or amending the words, for example. These revised works are protected by copyright and you cannot use them without permission.

REQUESTING PERMISSION TO USE AN EXCERPT FROM A BOOK, POEM OR OTHER PUBLICATION

The first step is to determine who owns the copyright of the work. The copyright holder of a book or poem is usually the author, but the publisher is usually responsible for managing the permission clearance. Both the author and publisher are listed on the copyright page of the book or can be found by searching the Library of Congress database.

Once you have determined who the copyright holder is, you can request permission to use the work. Contact the publisher's permission department first. You may also have to contact the author directly, the author's literary agent or the author's estate, if you are not able to get permission through the publisher.

Note: In many cases, publishing house require a minimum of six to eight weeks to generate a response to a permissions request. Also, in some cases an intellectual property may have originated in another country, which could add additional time and/or restrictions to the process. Plan accordingly.

TIPS FOR REQUESTING PERMISSION

- Be prepared to explain how the material will be used, and what type of event the material will be used for.
- Be sure to include that you are affiliated with a nonprofit organization and would not be charging a fee for the meeting, or receiving any revenue related to the material you want to use.
- Jane Friedman offers a sample letter on her award-winning blog that you can use and adapt when approaching the rights holder to request permission: see janefriedman.com/sample-permission-letter.

GRATIS RESOURCE MATERIAL

During the Covid-19 pandemic, many publishers are offering permission to use select resource materials gratis and the expiration dates keep getting extended—so far, in most cases until the end of 2020. Consider checking the permissions sections of the publishers' websites for gratis materials. You must respect the time frame and abide by other guidelines specified by individual publishers.

USING A PHOTOGRAPH OR ARTWORK

When including an image or a reproduction of a piece of art in your meeting materials, the same general rules apply as when quoting from published material. While you can use copyrighted materials if granted permission, there are also plenty of images available that are free to use without permission.

There are several popular websites where photographers upload their work and intentionally choose not to copyright them so that they can be used freely. These images can be used as needed, as long as credit is listed.

[pexels.com](https://www.pexels.com)

[freeimages.com](https://www.freeimages.com)

unsplash.com

Google Images: To make sure you are searching for images that do not require permission when using the Google Image Search function, once you have entered your search terms, click “tools” and then change the “usage rights.” Please be sure to double check that the images are in fact cleared for personal use and there is not a fee/royalty.

PLAYING MUSIC OR AN AUDIO RECORDING

Music published in 1924 or earlier is in the public domain and can be used during your meetings, but there are some restrictions. Please note that the musical composition, or sheet music, is what is in the public domain. The sound recording of the music has a different copyright protection and is not in the public domain. In fact, most sound recordings are under copyright protection until 2067. However, if the music is in the public domain, it is permissible to create your own recording of the public domain song and use that recording during a meeting.

Unfortunately, if you have a Spotify, Apple Music, or other music account, you cannot play that music during your meetings as these accounts were created solely for personal use.

REQUESTING PERMISSION TO USE A MUSICAL PIECE

In order to gain permission to play a recording of a song, you will need to request permission from both the owner of the recording’s copyright (usually a record label) and the owner of the song’s copyright (usually the songwriter or the publisher). The rules are the same if you want to use a recording of a musical piece or composition.

USING VIDEOS, MOVIES, OR OTHER VISUAL ART FORMS

Movies, short films, trailers, and other visual art forms in this same vein are also protected by copyright. In order to play a portion of the film or the full piece, you will need to request permission from the copyright holder and provide credit. In most cases, the production company owns the copyright to the movie and trailer.

Original videos that are created and uploaded to video-sharing platforms, such as YouTube, are also protected by copyright. If you would like to include a video from one of these platforms in your presentation, you will need to request credit from the creator. This information is listed on the user's page in the "About" section.

HOW TO GIVE CREDIT

Following the *Chicago Manual of Style* guidelines, credit should always be given whether you are required to get permission or not. The credit can appear as a note in the text, below an image, or as a credit line where appropriate.

HOW TO CREDIT MATERIAL IN THE PUBLIC DOMAIN

While you do not need to get permission to use any material in the public domain, a credit line should always be used. The various formats for credit lines are:

- **Credit for published material:** Last Name, First Name. *Title of book in italics.* (Publication location: Publisher name, Year of publication), page number.
- **Credit for an image from a website:** Author Surname, First Name or Initial. *Image Title.* Year. Medium. size. Museum or place image is, Location, URL.
- **Credit for a published image:** Author Surname, First Name or Initial. *Photograph Title.* Year photo was taken (if provided). *Title of book.* Place of Publication: Publisher, Year, page.
- **Credit for a song or musical composition:** Name of Group or Performer, *Title of Song,* recorded date, track # on *Title of Album,* Label, year of release, medium.

HOW TO CREDIT MATERIAL THAT REQUIRES PERMISSION

Copyright holders will often give explicit language to be used in the credit line, but the format for these credits should follow a similar format as those for materials that are in the public domain.

We hope this guide has been helpful and has given you the support you need as you begin to prepare for and lead virtual meetings. There are so many ways to make your meetings stand out and resonate with others. We cannot wait to see what you create and hope that you have fun along the way!

