

COPYRIGHT GUIDELINES

The following is a helpful guideline of copyright information. There are many daily activities that occur here at Hempfield UMC, for which we need to be vigilant about following copyright laws and regulations. We ask the staff to adhere to these rules and help volunteers work within these guidelines. In the event that a violation occurs on church property, the church could be held liable. If the guidelines below don't provide you with enough information, please see Julie Welles or Matt Ralph with any questions.

KEYNOTE

- Hempfield UMC has a CCLI license. To find out what songs are covered under this license, log on to CCLI.com, and click "song search". Songs can be searched by author or title.
 - Every song must have copyright information projected within the Keynote slide.
 - All songs should list author and license number. The author listed at top and bottom of the slide, and the license listed at the bottom.
 - All songs not covered by our CCLI license need to be researched and approval needs to be received before using the song.
 - If two languages are projected, copyright information for both languages should be listed.
 - Public domain songs need information to be listed on the last slide.
 - Specific song arrangements need to be credited in Keynote slide.
 - All songs should be quoted verbatim. A license does not allow us to modify lyrics.
 - Extra permission is needed to modify/change the words to a song.
- NOTE: All hymns within a hymnal are not public domain. Permission must be received for those hymns that are not public domain or covered under our CCLI license.

PHOTOCOPYING MUSIC

- Photocopying music can only happen with written permission from the copyright holder.
- Our CCLI license allows us to copy song sheets of songs covered under CCLI for the purpose of worship.

CD BURNING

- CD burning can only occur with written permission from the copyright holder.
- Music downloaded from iTunes allows only 1 CD copy to be burned. (for personal use only)
- MP3 streaming can occur, but downloading copies cannot occur.
- Burning an entire album is not legal.

USE OF VIDEO CLIPS AND GRAPHICS

- Hempfield UMC has a CVLI license. To see a list of producers that are covered under this license, please log on to CVLI.com and click on "producers".
- If a video clip or graphic is copyrighted, the use of the images must be pre-approved and the copyright information should be displayed.
- Permission to use a clip or graphic should be listed in the bulletin. If time does not allow, permission info needs to be displayed on a Keynote slide.
- When using a trademarked logo, the trademark logo must be used with the imagery.
- If our CVLI license does not cover a video clip or full length movie, written permission needs to be received by the copyright holder before use.
- Permission needs to be granted by TV stations for the use of television shows.

PRINT MEDIA

- When duplicating articles and cartoon clips, citing original source is required. (Site author, publisher, and copyright date.)
- Quotes should also be sited.
- With quoting the bible, the translation version should be sited.