

Copyreport TOC

Welcome	3
<hr/>	
Using CopyReport	5
<hr/>	
CopyReport Icons	5
My Details	6
<hr/>	
User Name & Address Details	7
Licence Numbers	8
Expiry Dates	8
Multiple Customers Copy Reports	8
Stats Panel	9
CCL	9
<hr/>	
Titles	11
Authors	12
Songbooks	14
Catalogues	15
Reported	17
Previous Period	17
Song not found	18
Project	19
Print	19
Customised Arrangement	20
Send Report	20
<hr/>	
Backing Up Your CopyReport Data	21
<hr/>	
Restoring CopyReport Data	21
<hr/>	
Resetting CopyReport	22
<hr/>	
Frequently Asked Questions	22
<hr/>	
Who is CCLI?	23
Why do I have to complete a Copy Report?	23
Where can I find my licence and customer reference numbers?	24
I've made my own copy report, can I send it to CCLI?	25
What if I use projection software?	26
Can I get an update to CopyReport?	26
How do I know CCLI received my report?	26

Will CopyReport work over a network?	26
We used the same songs as last year, do we have to report them again?	26
How can I tell if a song is covered by my licence?	27
Can I copy songs if I don't know who the author is?	27
Should we report songs not covered by our licences?	27
Can I photocopy words with my CCL?	27
Do I need to report reproduction of Public Domain songs?	28
I'm late reporting, what should I do?	28
What is Public Domain?	28
How do I copyright my own songs?	29
Who can I contact to get my songs published?	29
Contact Details	29
Help	29
<hr/>	
CCL Authorised Administrator List	30
<hr/>	
CCL Authorised Catalogue List	30
<hr/>	
CCL Terms Of Agreement	30
<hr/>	
Glossary of Terms	40
<hr/>	
Appendix	41
null	41
null	42
null	42
null	42
null	43
null	43
null	43
null	43
null	44
null	44



Welcome to CopyReport!

...specifically designed to enable you to quickly, easily and accurately report your song use in congregational worship. CopyReport includes over 4,000 of the most popular authorised songs.

This is a Quick Start guide and covers the essentials for using CopyReport. When you are ready to begin reporting close this document to start recording your song usage.

Keeping your software up-to-date

- CopyReport is updated every two months with additional song and publication information, so keep your software up-to-date by regularly downloading the latest version from www.ccli.nl/copyreport.

Updating your user or organisation details

- Use the My Details tab if you need to update your user details or add an additional organisation.
- To inform CCLI of changes to your organisation's contact details, please telephone us on +31 (0)31 43 60 390 or email info@ccli.nl.

The importance of reporting



- The information collected from CopyReport is used to calculate the royalties due to songwriters and publishers and is therefore of vital importance - without this information CCLI would not be able to pay accurate royalties to copyright owners.
- Please ensure your church submits a report annually. If you used the same songs as last year you still need to report them again this year.
- CopyReport can speed up the reporting of songs used previously by displaying what you included in the last copy report you sent to CCLI. For more details, see **Previous Period** in the **Help** section of CopyReport.

Using CopyReport 4

- We recommend that you update CopyReport with the details of your recent song usage on a regular basis throughout the year – perhaps weekly or monthly.
- CopyReport will automatically save the details of every song you tick. You only need to tick a song once regardless of how many times you have reproduced it during the year.

- An on-screen message will remind you when it's time to submit your completed annual report to CCLI.
- Click on the CCL tab at the top of the screen to start recording your song usage.
- If you are not sure whether a song is authorised for use under your licence, please refer to the Authorised Catalogue List available from www.ccli.nl/lists or contact us for assistance.

Screen Adjustments

- The width of the columns within each reporting table can be adjusted. Place your cursor over the edge of a column heading until a  appears. Then click and drag to resize. This can be useful when you need to see more information within a column.
- The various panes of a screen within CopyReport can likewise be adjusted horizontally or vertically. Place your cursor over the edge of a pane until a  appears. Then click and drag to resize.

Sending Your Report

- At the end of your licence period, you are required to send your copy report to CCLI.
- You can print or save a customer copy of your report for your own records, but please do NOT send this to CCLI. We use an automated system for processing copy reports which is unable to validate a customer copy of your report.
- After you have sent your report to CCLI, CopyReport automatically resets in preparation for the next licence period, updating your expiry date and disabling any Write-In data previously entered.

Backing Up Your CopyReport Data

- We recommend that you regularly backup your CopyReport data. From the **Help** menu, select **Backup Organisation Data**.
- If you have set up CopyReport to handle more than one organisation you will need to repeat this process for each organisation.

Restoring CopyReport Data

- This option allows you to restore a backup file saved on this machine, or to transfer a backup file from a different machine (e.g. via a USB memory stick).
- From the **Help** menu, select **Restore Organisation Data**.

Obtaining further assistance

- A series of short videos to guide you through the CopyReport processes is available on the CopyReport CD-ROM or from www.ccli.nl/copyreport.
- Detailed Help files are available on the **Help** menu (click on **Help Contents**).

- If you have any questions or need any assistance with the software please contact us on +31 (0)31 43 60 390 or info@ccli.nl .

Using CopyReport



There are three sections in CopyReport, accessed using the buttons on the menu bar at the top left of the screen.

[My Details](#) Enter your licence and contact information

[CCL](#) Enter details of songs reproduced under the Church Copyright Licence.

[Send Report](#) Send your completed report to CCLI (at the end of your [licence period](#))

HELP



If you need to open this help file at any time, click on the word **Help** at the top right of the screen and select **Help Contents....**

More:






[CopyReport Icons](#)

CopyReport Icons

CopyReport uses a selection of icons to indicate the status of a song or to identify each of the columns, as follows:

-  Indicates that the song is part of the licence scheme (an [authorised song](#)) and can be reproduced in accordance with the terms and conditions of the relevant licence.
-  Indicates that the song is in the Public Domain (PD). This means it can be freely copied/reproduced without the need for permission or licence.

Since we do not pay royalties on PD songs it is not possible for you to report against them.

-  Indicates a song that has been manually entered by the user (see [Song Not Found](#))
-  Indicates the the item shown is a songbook/publication or a song catalogue.
-  Project Icon - Found on the CCL screen. Identifies which column should be ticked for [Project](#) activity.
-  Print Icon - Found on the CCL screen. Identifies which column should be ticked for [Print](#) activity.
-  Customised Arrangement Icon - Found on the CCL screen. Identifies which column should be ticked for [Customised Arrangement](#) activity.

My Details

Before you can start using CopyReport for the first time, you need to follow a simple step-by-step process to provide important information about the person completing the CopyReport (User) and about each church/organisation for which a report is being made.

This information will then be displayed in the My Details section of CopyReport. At the top of the screen you will find the User Details section. At the bottom you'll find the Organisation Details section.

If you need to amend or update your user or church/organisation details at any time, please click on the My Details tab at the top of the screen.

(To inform CCLI of changes to your organisation's contact details, please telephone us on +31 (0)31 43 60 390 or email info@ccli.nl)

User Details Please enter details of the person completing this CopyReport. These contact details will be used in matters relating to CopyReport only.

**Organisation
Details Tab** Please provide the address of your church premises, even if you do not own them, e.g. you meet in a community centre.

Important: Please ensure you accurately enter your church's Customer Reference number, licence number(s) and licence [expiry date](#). These can all be found on your [Licence Certificate](#). The CCL screen will not function without the licence number having been entered.

Towards the end of your [licence period](#) the program will remind you that you need to finish your reporting and [send the completed CopyReport to CCL](#). Having sent your report, you will need to [reset CopyReport](#) in readiness for the subsequent licence period. Please ensure, therefore, that you enter the correct [expiry date](#).

Multiple Customer CopyReports

If you have to report for more than one church, click on 'New Organisation' to follow the step-by-step process for inputting the additional church or organisation details. Once you have set up multiple organisations you can use the drop-down menu in the top right hand corner to toggle between them.

More:

[User Name & Address Details](#)

[Licence Numbers](#)

[Expiry Dates](#)

[Multiple Customer Accounts](#)

User Name & Address Details

The details entered here should relate to the person who completes the CopyReport. It is very important that we are able to contact you in the event of a query. The email address you provide here will only be used to contact you regarding your CopyReport submission or to inform you of revisions and updates to this software.

The details you enter will be saved when you click on another screen option on the menu toolbar. If you need to change any details later, simply overwrite the data entered previously.

To inform CCLI of changes to your organisation's contact details, please telephone us on +31 (0)31 43 60 390 or email info@ccli.nl .

Multiple Customer CopyReports

If you are responsible for completing the CopyReport for more than one church your user details will be included together with each report.

More:

[Reporting For More Than One Church](#)

Licence Numbers

You will not be able to use CopyReport until you have entered your CCL licence number.

CCLI will use the licence numbers to identify which church is reporting to us so please ensure they are entered carefully. As a safeguard you are also required to enter your unique Customer Reference Number (displayed in the address tab of the Organisation Details section of the My Details screen).

You will find all these numbers on your [Licence Certificate](#). The details you enter will be saved when you click on another screen option on the menu toolbar. If you need to change any details later, simply overwrite the data entered previously.

Multiple Customer Copy Reports

If you are completing a copy report for more than one church, please ensure you enter the correct licence and customer reference number against each church account.

Expiry Dates

Under the terms of the Church Copyright Licence, you are required to complete a [copy report](#) and return it to CCLI at the end of each licence period, ideally when renewing your licence(s) for the subsequent year.

CopyReport has been designed to remind you when it is time to return the completed report. In order to do this you must enter your correct licence [expiry date](#) during the set up process.

If you need to amend your expiry date later, please select the 'Licences' tab in the 'Organisation Details' section of the 'My Details' screen.

Multiple Customers Copy Reports

If you are responsible for more than one church congregation, and have to submit more than one copy report to CCLI, you can manage them all by creating multiple customer copy reports.

The same user details will be used for each church/organisation so they need only be entered once.

Click the 'New Organisation' button to create additional copy reports for other churches and then complete the Address, Licences and Titles tabs.

You can now select each church's copy report by using the Select Organisation drop down option at the top left of the Organisation Details section on the My Details screen. Alternatively, you can use the the drop down option at the top right of CopyReport. As you select each one, CopyReport reconfigures itself to the selected church/organisation.

Stats Panel

There is an optional Stats Panel which can be displayed at the bottom of the screen. This contains details about how many different songs you have reported under each reproduction type (Project, Print and Customised Arrangement)

Click on the View Stats Panel option in the HELP drop-down at the top right of the screen to turn this feature on/off.

CCL

The CCL Screen is where you report all the songs you have reproduced under your Church Copyright Licence (CCL) in this licence period.

To activate the CCL screen you must enter your licence number on the [My Details](#) screen.

Using the CCL Screen

Selecting a Search Filter

Move the mouse pointer so it is over the CCL button on the Menu Bar at the top left of the screen. A drop-down menu displays six filter options to search for songs; [Title](#), [Author](#), [Songbook](#), [Catalogue](#), [Reported](#) and [Previous Period](#).

Click on the filter you wish to use. The CCL screen will configure itself based upon the filter you have selected.

The name of the filter you have selected will be displayed beneath the Menu Bar.

You can change the search filter using the drop-down option at the top left of the screen.

Incremental Search

The incremental search option works in the same way in all contexts.

Click in the 'Search' box at the top left of the screen.

Incremental Search is now used to speed up the search process. As letters are typed on the keyboard the information displayed on screen is filtered until the desired objective is found.

For example, when the Title filter is selected, typing H in the 'Search' box will cause those songs beginning with the letter H to be displayed on screen. Typing A will narrow the search results to those songs beginning HA.

As you continue typing the word(s) that you are looking for, the search results will continue to narrow. If you type a complete word, such as 'Hallelujah', the search results will display, in alphabetical order, all the songs that begin with the word 'Hallelujah'. Underneath this list, the search results screen will also display (in alphabetical order), any other songs which contain the word 'Hallelujah' somewhere within the title - for example 'Sing To the Lord (Hallelujah)'. This may help you to identify the song you have used.

Info Panel

Extra information can be made available when you click on a song title. If available, it will be displayed at the bottom of the screen in an Info Panel.

On the CCL screen the following may be displayed:




- Song Title
- Song's First Line

More:[Titles](#)[Authors](#)[Songbooks \(CCL\)](#)[Catalogues](#)[Reported \(CCL\)](#)[Song not found \(CCL\)](#)[Project](#)[Print](#)[Customised Arrangement](#)

Titles

Move your mouse over the CCL option on the menu toolbar and select Titles from the drop-down list. You can also change your filter option by using the drop-down list at the top-left of the CCL screen.

The incremental search will now be searching by song title and/or first line.

Having found the song you wish to report tick the project , Print  and arrangement  boxes, as appropriate.

Info Panel

Extra information can be made available when you click on a song title. If available, it will be displayed at the bottom of the screen in an Info Panel.

On the CCL screen the following may be displayed:

- Song Title

- Song's First Line

Titles & First Lines

The first line of a song is not necessarily the song title. In CopyReport some songs can be found by title only, others by title or first line.

Can't find the song?

Click on the [Song not found](#) button. This will enable you to manually add a song and report how it has been used. Please note that only Authorised songs should be reported. Therefore, the first stage of the process is to identify which [Authorised Catalogue](#) the song is in. In the unlikely event that an Authorised Catalogue is not listed you have the option of adding a new one - please check that the catalogue is Authorised before you add it to CopyReport.

Note

Not all song lyrics can be reproduced under the CCL and others which are Public Domain do not need to be reported to us. These songs can be identified by the [icons](#) against each song title.

Authors

Move your mouse over the CCL option on the menu toolbar and select Author from the drop-down list. You can also change your filter option by using the drop-down list at the top-left of the CCL screen.

The screen display will divide:




Author Search

The incremental search will now be searching by the songwriter's name. You can search by first name, surname or both. You can even search by initials. For example, to find songs by Michael W Smith you need only enter "m sm" to reduce the number of authors displayed on screen by enough to easily find this author.

Having found the author, click on their name to display their songs in the bottom window.

Song Search

This functions like the Titles screen, including the project, print and arrangement boxes and the incremental search option which will search only the songs associated with the selected author.

Having found the song you wish to report tick the project , Print  and arrangement  boxes, as appropriate.

Info Panel

Extra information can be made available when you click on a song title. If available, it will be displayed at the bottom of the screen in an Info Panel.

On the CCL screen the following may be displayed:

- Song Title
- Song's First Line

Titles & First Lines

The first line of a song is not necessarily the song title. In CopyReport some songs can be found by title only, others by title or first line.

Can't find the song?

Click on the [Song not found](#) button. This will enable you to manually add a song and report how it has been used. Please note that only Authorised songs should be reported. Therefore, the first stage of the process is to identify which [Authorised Catalogue](#) the song is in.

Note

Not all song lyrics can be reproduced under the CCL and others which are Public Domain do not need to be reported to us. These songs can be identified by the [icons](#) against each song title.

Songbooks (CCL)

You can search for a song by the songbook in which it appears, though only a limited selection of books is currently available under the CCL. This can speed up the search process if the hymn book used by your church is included in the list. If the book you want is not listed here, search for the song using the Titles option.

Move your mouse over the CCL option on the menu toolbar and select Songbook from the drop-down list. You can also change your filter option by using the drop-down list at the top-left of the CCL screen.

The screen display will divide:




SongBook Search

The incremental search will now be searching by the songbook name.

Having found the songbook, click on the book name to display the songs in the bottom window.

Song Search

This functions like the Titles screen, including the Electronic Storage and Print boxes and the incremental search option which will search only the songs associated with the selected songbook.

Having found the song you wish to report tick the project , Print  and arrangement  boxes, as appropriate.

Info Panel

Extra information can be made available when you click on a song title. If available, it will be displayed at the bottom of the screen in an Info Panel.

On the CCL screen the following may be displayed:

- Song Title
- Song's First Line

Titles & First Lines The first line of a song is not necessarily the song title. In CopyReport some songs can be found by title only, others by title or first line.

Can't find the song? Some books won't display all the songs they contain. Before using the Song Not Found option, it is recommended you first search by Title.

Click on the [Song not found](#) button. This will enable you to manually add a song and report how it has been used. Please note that only Authorised songs should be reported. Therefore, the first stage of the process is to identify which [Authorised Catalogue](#) the song is in.

Note Not all song lyrics can be reproduced under the CCL and others which are Public Domain do not need to be reported to us. These songs can be identified by the [icons](#) against each song title.

Catalogues

Most songs belong to a [catalogue](#), the name of which is usually included within the copyright line of the song. For example, in the following copyright line: Copyright © 2010 Kingsway's Thankyou Music - 'Thankyou Music' would be the catalogue.

Move your mouse over the CCL option on the menu toolbar and select Catalogue from the drop-down list. You can also change your filter option by using the drop-down list at the top-left of the CCL screen.

The screen display will divide:




Catalogue Search

The incremental search will now be searching by the catalogue name.

Having found the catalogue, click on the name to display the songs associated with this catalogue.

Song Search

This functions like the Titles screen, including the project, print and arrangement boxes and the incremental search option which will search only the songs associated with the selected catalogue.

Having found the song you wish to report tick the project , Print  and arrangement  boxes, as appropriate.

Info Panel

Extra information can be made available when you click on a song title. If available, it will be displayed at the bottom of the screen in an Info Panel.

On the CCL screen the following may be displayed:

- Song Title
- Song's First Line

Titles & First Lines

The first line of a song is not necessarily the song title. In CopyReport some songs can be found by title only, others by title or first line.

Can't find the song?

Click on the [Song not found](#) button. This will enable you to manually add a song and report how it has been used. Please note that only Authorised songs should be reported. Therefore, the first stage of the process is to identify which [Authorised Catalogue](#) the song is in.

Note

Not all song lyrics can be reproduced under the CCL and others which are Public Domain do not need to be reported to us. These songs can be


identified by the [icons](#) against each song title.

Reported (CCL)

CopyReport can display all the songs you have reported under CCL so far in this [licence period](#).

Move your mouse over the CCL option on the menu toolbar and select Reported from the drop-down list. You can also change your filter option by using the drop-down list at the top-left of the CCL screen.

Since songs are displayed on screen the Incremental Search will search by song Title and/or First Line.

Having found the song you wish to report tick the project , Print  and arrangement boxes, as appropriate.

Info Panel

Extra information can be made available when you click on a song title. If available, it will be displayed at the bottom of the screen in an Info Panel.

On the CCL screen the following may be displayed:

- Song Title
- Song's First Line


Previous Period (CCL)

CopyReport can display all the songs that you reported under CCL in the previous [licence period](#).

Move your mouse over the CCL option on the menu toolbar and select Previous Period from the drop-down list. You can also change your filter option by using the drop-down list at the top-left of the CCL screen.

Since it cannot be assumed that you will reproduce the same songs again in this period, no ticks will be displayed alongside the songs unless they have already been reported within the current licence period.

Since songs are displayed on screen, the Incremental Search will search by song Title and/or First Line.

Having found the song you wish to report tick the project , Print  and arrangement boxes, as appropriate.

NB: If you have not used CopyReport before, there will not be a record of the songs reported in any previous licence period, in which case this filter option will display no songs.

Song not found (CCL)

Our aim is to include in CopyReport as many authorised songs as we possibly can, however, not all the songs covered by your licence(s) are currently included. If you have reproduced an [authorised song](#) that has not been included in CopyReport, use the Song Not Found option to report it. This process is also known as a [Write-In](#).

Publishers administer songs by assigning them to various song [catalogues](#). At the discretion of the publisher, these catalogues (and all the songs therein*) can be included in the CCLI licensing scheme. Therefore, to find out if a song is 'authorised' you need to find out if the catalogue is covered by the Church Copyright Licence.

* If an authorised catalogue is marked with an asterisk* it indicates that only selected titles within that catalogue are included in the licence scheme. If you are unsure please contact us on +31 (0)314 360390.


CCL [Write-In](#)

1. Click the 'Song Not Found' button.
2. The screen display will divide into three. Use the two lower sections to enter your 'write In'.
3. First you must identify which catalogue the song belongs to. This is done using the lower left section of the screen. A list of the authorised catalogues will be displayed, together with an incremental search option to help you find the song's catalogue.
4. Click on the appropriate catalogue. The catalogue name and administrator will be copied into the greyed-out fields in the write-in section in the lower right section of the screen. If the catalogue you are searching for is not in the authorised catalogue list, click on the 'Catalogue Not Found' button.
5. Enter the song title, the author's name and the copyright line.
6. Click the 'Add' button. This will add your 'Write In' to the CopyReport database. To exit the procedure without saving your Write-In click on the 'Cancel' button.
7. The song will then be displayed in the Titles list and you will be able to locate it and tick Project, Print or Customised Arrangement, as appropriate.

The song will now be available whenever searching by Title on the CCL screen in this licence period.

Project

The CCL permits you to store song lyrics electronically on your computer which means you can use projection software to display the lyrics during services. You can also make acetates to be used with an Overhead Projector (OHP).

If you made a new OHP acetate of the lyrics, or projected using an existing acetate, or added a song to your computer database, or projected by means of a computer, find the song in CopyReport and tick the Project  box.

Each time you reproduce the words of a song on OHP acetate or via Computer Projection etc. you must include an acknowledgement of the copyright and your licence number in the following form:


[author]
[Year, Owner]
CCL Licence No. [Your Licence Number]

e.g.

AB Smith
2009, ABS Music
CCL Licence Number 123456

Print

The CCL permits you to reproduce song lyrics in your own service sheets, song sheets, song books etc.

If you have typed, hand-written or printed the lyrics from a computer find the song in CopyReport and tick the Print  box.

Each time you reproduce the words of a song in service sheets, hymn-sheets etc. you must include an acknowledgement of the copyright and your licence number in the following form:

[author]
[Year, Owner]
CCL Licence No. [Your Licence Number]

e.g.

AB Smith

2009, ABS Music
CCL Licence Number 123456

When making a songbook or hymnbook you need only put the author, date and owner underneath each song, with the following acknowledgement at the front of the book:

"All songs covered by CCLI have been reproduced under CCL no. [your licence number]. All other songs have been reproduced by direct permission of the copyright owners." (But you must get their permission!!)

Customised Arrangement

For songs included in the scheme, you can make customised vocal and/or instrumental arrangements of musical compositions where no published version is available.

If you have made a customised arrangement of a song, find the song in CopyReport and tick the Customised Arrangement box.

Send Report

At the end of your licence period, you are required to send your copy report to CCLI. The information you provide enables us to accurately distribute royalties to the copyright owners.

CopyReport also undertakes a 'reset' process. After you have sent your report to CCLI, CopyReport updates your expiry date and removes the write-in data you have entered, in readiness for the next licence period. Therefore, if you wish to retain a copy of your report in a user-friendly format, you must use the Customer Copy (Print & Save) **before** using the Send Report to CCLI option.

Customer Copy (Print & Save)

You can keep a copy of the report you send to CCLI, either by printing it or saving a copy. Simply follow the on-screen instructions. There is also the option to print a report from a previous reporting period. Please note that the output from these options should not be sent to CCLI.

Send Report to CCLI (and reset CopyReport)

Select the Send Report screen from the menu toolbar.

CopyReport has been designed to send your report directly to CCLI over the internet. When you click the Send Report button CopyReport will detect whether or not you are connected to the internet.

- If you are connected the report will be sent to CCLI.
- If you are not connected to the internet CopyReport will give you the option to abort the process or to save the file so that you can send it to CCLI on an email or CD-R. Copy reports should be emailed to **rapport@ccli.nl** (Note: Please don't send any messages or queries to this email address because it isn't monitored by staff - report files are automatically extracted by computer)

The reset process will then take place automatically.

Backing Up Your CopyReport Data

It is possible to backup the data you have entered into CopyReport. Note, if you have set up CopyReport to handle more than one church/organisation you will need to repeat this process for each one.

From the **help** menu select **Backup Organisation Data**.

This option will take all of the data relating to the currently selected church/organisation (user/organisation details, song usage, write-ins, etc) and store it in a separate backup file.

This process will also happen automatically when you submit your report at the end of your licence period.

The backup name will take the form *customerreference_year-month-day.zip* and will be stored in the same directory as the user database.

A message will appear after the backup has been performed to tell you where the file is located.

This file can be used to [restore data](#) in case of a problem, or to enable you to easily transfer data to another machine.

Restoring CopyReport Data

This option will allow you to restore a backup file which has either been saved on this machine, or one that's come from a different machine. The backup file may have been created automatically at the end of a licence period, or manually by selecting the backup option.

From the **help** menu, select '**Restore Organisation Data**'. An open file dialog box will be displayed. Find and select the required backup file, and click on open.

If the file is for an organisation that already exists on this computer, a message will be displayed warning you that all existing data will be removed. If you proceed, all existing data for that organisation will be removed, and replaced with the contents of the backup file.

If the organisation doesn't currently exist (for example, if you're transferring it from another machine), then a confirmation message will appear. If you proceed, then the new organisation will be created based on the information from the backup file.

Resetting CopyReport

CopyReport is intended to be used by churches to report the songs they have reproduced in each licence period.

At the end of a licence period, you should send your report to CCLI and CopyReport needs to be 'reset' so that you can use it to commence your report for the next licence period. This means that all the ticks you have entered against songs, and any CCL write-ins, will be cleared. CopyReport then moves your licence expiry date forward by 12 months.

The reset process is done automatically and takes place at the end of the [Send Report](#) process.

Frequently Asked Questions

More:

[Who is CCLI?](#)

[Why do I have to complete a Copy Report?](#)

[Where can I find my licence and customer reference numbers?](#)

[I've made my own copy report, can I send it to CCLI?](#)

[What if I use projection software?](#)

[Can I get an update to CopyReport?](#)

[How do I know CCLI received my report?](#)

[Will CopyReport work over a network?](#)

[We used the same songs as last year, do we have to report them again?](#)

[How can I tell if a song is covered by my licence?](#)

[Can I copy songs if I don't know who the author is?](#)

[Should we report songs not covered by our licences?](#)

[Can I photocopy words with my CCL?](#)

[Do I need to report reproduction of Public Domain songs?](#)

[I'm late reporting, what should I do?](#)

[What is Public Domain?](#)

[How do I copyright my own songs?](#)

[Who can I contact to get my songs published?](#)

[Contact Details](#)

Who is CCLI?

Christian Copyright Licensing International (CCLI) provides a copyright solution for churches wanting to reproduce the words of songs for their times of worship.

In 2007 CCLI changed its operational structure across Europe. We now have a regional office based in the Netherlands in order to provide the Church Copyright Licence (CCL) to churches and christian organizations.

CCLI acquired Stichting Licentie owned by Mr. Leen la Rivière in 2001. Between 2001 and 2007 CCLI had been working in a joint venture with Musicopy under the name of CCLicentie. This joint venture has ceased and we are now the sole provider of the CCL in Benelux and the continuation of Stichting Licentie.

CCLI is able to offer practical advice and support through the maze of copyright. With systems in place to ensure that copyright owners are fairly rewarded for their work.

Today's licence holders not only enjoy the freedom to use copyright materials in many aspects of their church ministry but they also have access to a variety of resources and information which enhance their ministry.

Why do I have to complete a Copy Report?

CCLI collects a Licence Fee as payment for the Church Copyright Licence for the reproduction of song lyrics and music, according to the terms of each Licence. It has been agreed with copyright owners how this money should be divided up, i.e. the amount of the

Licence Fee to go to the song owner or publisher and the amount to be kept by CCLI for the administration of the Church Copyright Licence. On or before February 15th and August 15th each year, royalties are distributed to the appropriate copyright owners.

Licence holders report annually to CCLI the songs which they have reproduced during the period of their licence. To aid in the reporting of songs, CCLI provides a [Copy Report](#) to each Licence Holder - originally a booklet but now developed into the CopyReport CD.

CCLI uses the data provided by licence holders' Copy Reports to calculate royalties. Data entry is checked in a number of different ways, and at many stages throughout the process, to ensure the accuracy of the data. Each song reported results in credits for the song, with the number of credits dependent upon the number and type of reproductions made, and the size of the church or school. The credits from all the song reproductions reported are totalled. This total number of credits is then used to determine what proportion of the funds collected should be paid for each song to the copyright owner(s).

The accuracy and completeness of the information the churches provide in their copy reports are vital to the royalty process: if a licence holder does not report a song reproduction, CCLI cannot pay the correct copyright owner, and if a licence holder does not provide all the information needed to determine which song it is they have reproduced, again CCLI cannot pay the correct copyright owner.

There are a number of "checks and balances" put in place by CCLI to demonstrate our accountability:

- Every year CCLI holds an Owner's Meeting where full details of licence fees collected, and royalties distributed, are reported. Every copyright owner participating in the licence scheme is invited to the meeting.
- CCLI has an Advisory Board made up of copyright owners, which communicates regularly throughout the year, and meet at least annually. The purpose of the Advisory Board is to provide input and feedback to CCLI, from the copyright owner perspective. At the annual Advisory Board meeting, CCLI goes into more detail about the royalty process and company accounting.
- Of course, the amount paid in respect of each song is confidential to that owner, so CCLI cannot discuss those details in a general meeting such as the Owner Meeting. A copyright owner can request an inspection of CCLI's books and records relating to their own songs.

Where can I find my licence and customer reference numbers?

All relevant licence numbers, together with your licence expiry date, can be found on your licence certificate, ringed in red below.

It is very important that you accurately enter your Customer Reference and licence numbers on the [My Details](#) screen of CopyReport.



I've made my own copy report, can I send it to CCLI?

No. We now use an automated system for processing reports, and this requires them to be in a specific format, as produced by the CopyReport program.

In order to make CopyReport work properly, a considerable amount of auditing and accuracy checking has taken place with regard to the integrity of the data and the rules that determine whether or not songs are authorised etc. It would simply not be possible for an individual church to produce their own version of CopyReport that we could rely upon 100%, which means we would have to print out your report and process it manually, which is more costly and time consuming.

The most efficient and reliable method of reporting to CCLI is to use CopyReport.

What if I use projection software?

We can not process reports produced by Projection Software because we have an automated system which requires the information to be in a specific format, produced by our CopyReport program. Since this format may change from time to time it is impractical to inform projection software developers about what is required.

We recommend that you print out the song usage report from your projection software and, using the report as a guide, tick the songs that have been projected in the CCL section of CopyReport.

Can I get an update to CopyReport?

CopyReport is updated every two months with additional song and publication information, so keep your software up-to-date by regularly downloading the latest version from www.ccli.nl/copyreport

How do I know CCLI received my report?

When you select the 'Generate Report' option, your report will be sent to CCLI via the internet. Once that process is complete you will receive an on-screen confirmation of delivery.

If you are unable to send the report via the internet, you will be offered the option to save the report on your computer so that you can attach it to an email, or save it to a CD-R so that you can then send it to CCLI.

- Reports sent by email must be sent to **rapport@ccli.nl** . If the correct report file is successfully received by CCLI you will be sent an auto-reply message confirming receipt. If you do not receive this message please try again, or contact our customer service staff for more help.
- Receipt of reports sent on CD-R will not be acknowledged unless requested.

If you remain unsure whether or not CCLI received your report please contact us on +31 (0)314 360390

Will CopyReport work over a network?

CopyReport is designed as a single user application, and may not run as a network program. CopyReport should be installed on a single PC.

We used the same songs as last year, do we have to report them again?

Yes. Unfortunately we can't assume that churches have used the same songs as previously reported.

These licences are annually renewable and technically, when your licence expires, you should destroy all the copies, acetates, songsheets, photocopies etc. made during the licence period, as detailed in your Terms Of Agreement.

In practise, and provided you renew your licence(s), we do not ask you to destroy copies, however, if you use them again you must report them.

CopyReport can speed up the reporting of songs used previously by displaying what you included in the last copy report you sent to CCLI. See [Previous Period CCL](#).

How can I tell if a song is covered by my licence?

- Check the [Authorised Catalogue List](#) (CCL).
- If the copyright owner of the song is listed, then you are free to reproduce the words of this song.
- If the copyright owner is not listed then you cannot reproduce the song lyrics without direct permission from the copyright owner unless the song is in the [Public Domain](#).

Can I copy songs if I don't know who the author is?

No. If the copyright owner of the song is not known, then you cannot reproduce the song under your licence(s).

If you do reproduce the song, it is at your own discretion, and you must be prepared to pay royalties if the owner becomes known at a later date.

Should we report songs not covered by our licences?


You should not reproduce the words or music of any songs not covered by your licence(s) unless you have direct permission from the copyright owners or the songs are in the [Public Domain](#).

Please do not report the copying of songs or songbooks which are not covered by the licence(s).

Can I photocopy words with my CCL?

You are not permitted to photocopy directly from any publication under your CCL licence. However, any song lyrics you hand-write, type or print out under the terms of your CCL can then be photocopied to make enough copies for your congregation etc.

Do I need to report reproduction of Public Domain songs?

CopyReport indicates songs which CCLI believes to be in the [Public Domain](#) by using the  icon.

These songs do not need to be reported and you will not be able to enter a tick against them.

If the song is not included in the CopyReport database and you are absolutely sure that it is in the Public Domain, then you do not need to report it. Please note that if you have used a revised version of Public Domain words or an arrangement of a Public Domain tune, these may still be in copyright and therefore need to be reported.

I'm late reporting, what should I do?

We do need to receive a report from your church, so even if the expiry date has past, you should still send in your report.

- Ensure the [expiry date](#) is correct for the licence period you wish to report against.
- Tick the appropriate columns against each song reproduced
- Select the Send Report screen and click the Submit option.
- CopyReport will then automatically reset itself for the next licence period.

What is Public Domain?

After certain periods of time, works formerly protected by copyright enter the Public Domain (PD). This means that they are no longer protected by copyright and no permission or clearance is required to reproduce them.

A song (words and music) becomes PD at the end of the year, 70 years after the death of the composer. Therefore if a composer died on 1st March 2000 his work would not become PD until 1st January 2071.

If a composition was written by more than one person then the 70 year count does not commence until after the last surviving composer has died.

If a set of words and a piece of music have been 'married together' after having been separately written (i.e. it was not a joint composition) then words and music are considered

separately when determining if the song is PD. In such cases the words may become PD before the tune popularly associated with them does, or vice versa.

How do I copyright my own songs?

A newly written song is protected from the moment that it is written down or recorded in some physical or tangible format. It is common practice for the creator to send a copy of the work back to themselves by Recorded Delivery and then retain the sealed, dated copy of the work should anyone challenge ownership of the work.

Who can I contact to get my songs published?

At CCLI we do not recommend any particular publishers to song writers.

The [Authorised Administrator](#) list includes the contact details of Christian music publishers for you to contact directly.

Contact Details

Address: CCLI
Postbus 249
7020 AC Zelhem

Nederland

Email info@ccli.nl
Phone: +31 (0)31 43 60 390
Fax: +31 (0)31 43 64 855

Office Hours: 8.30am - 4.30pm, Mon - Fri
Closed on Bank Holidays

Website: www.ccli.nl

Help

The HELP option at the top right of the screen provides the following options:

Help Contents ... Opens the CopyReport Help File

Help With This Screen	Opens the Help page related to the current screen
Quick Start	Opens the Quick Start Help page
About ...	Displays CopyReport product information such as version number, database is
Backup Organisation Data	Select to create a backup file of data entered into CopyReport
Restore Organisation Data	Select to restore a backup file
View Stats Panel	Turns the Stats Panel on/off.
View SongID Column	Turns the CCLI SongID column on/off on the CCL screens

CCL Authorised Administrator List

The CCL Authorised Administrators List provides contact details for Administrators signed to the CCL licensing scheme.

Please visit our website to view the list, by typing www.ccli.nl/lijsten into your internet browser. If you do not have internet access please telephone us on +31 (0) 314 360390.

CCL Authorised Catalogue List

The CCL Authorised Catalogue List provides details of all the [authorised catalogues](#) that are included in the Church Copyright Licence scheme.

Please visit our website to view the list, by typing www.ccli.nl/lijsten into your internet browser. If you do not have internet access please telephone us on +31 (0) 314 360390.

Within CopyReport you can also view a list of all the CCL authorised catalogues by clicking on the CCL tab and then choosing the 'search by catalogue' option.

CCL Terms Of Agreement

Terms and Conditions

Church Copyright Licence (CCL) in the Benelux Countries.

1. Definitions as used in this Agreement

1.1 Active contact

The person appointed by the Church in accordance with Clause 5.10

1.2 Authorised publisher list

The list to be supplied by CCLI to the Church under this Licence containing details of the Owners participating in the Programme and whose entire Catalogue of Songs is available for use by the Church in accordance with the terms of this Licence subject to any additions or deletions which CCLI may make from time to time during the Licence Period as referred to in Clause 4.2.

1.3 Catalogue

Each collection of Songs grouped under a common name and owned and/or controlled by an Owner or Joint Owner.

1.4 CCLI

The trading name of Christian Copyright Licensing (Europe) Ltd, Chantry House, 22 Upperton Road, Eastbourne, East Sussex, BN21 1BF, UK, the company appointed as agent by Christian Copyright Licensing International to administer the programme.

1.5 CCLI's Benelux office

Postbus 249, 7020 AC Zelhem, Netherlands.

1.6 Church / Organisation

A distinct group of Christian worshippers congregating within the Territory for the purposes of public worship or religious studies

1.7 Church services

All forms of services, meetings and other related activities held by the Church in the normal course of its activities.

1.8 Church size

The average regular attendance at the Church's main service, or the average aggregate attendance of the Church's main services in the event of the Church having multiple main services. For this purpose the main service shall mean the service which is generally the best attended.

- 1.9 **Copy Report**
The electronic or paper form to be completed by the Church in accordance with Clause 5, indicating the Fixation Activity of Songs.
- 1.10 **Copy Report Representative**
That person elected by the Church who is to be responsible for compiling and categorising the Fixation Activity of Songs in the Copy Report in accordance with Clause 5.
- 1.11 **Fixation activity**
The copying and/or use of such copy of Songs by the Church as may be permitted in exercise of any of the Rights licensed to the Church under Clause 2.
- 1.12 **Songs**
The words of musical compositions contained in the Song Reference List together with the words of those musical compositions referred to in Clause 2.3 all of which are available for use in the Programme.
- 1.13 **Licence**
This Licence, constituting the Licence Certificate and these Terms of Agreement.
- 1.14 **Licence fee**
The amount payable by the Church to CCLI on or before commencement of this Licence and any renewal thereof at the current rates as notified by CCLI to the Church, calculated by reference to the Church Size.
- 1.15 **Licence kit**
The kit supplied by CCLI to the Church at the commencement of the Licence Period, containing the Licence Certificate, Copy Report and reference material.
- 1.16 **Licence period**
The period of one year from the start of the date of the Licence, or any anniversary thereof on which the Licence is renewed.
- 1.17 **Owners**
The various persons who alone or jointly own and/or control the Rights in the Songs.
- 1.18 **Programme**
The Church Copyright Licence programme which CCLI is operating on behalf of the Owners, and which enables CCLI to grant the non-exclusive licences of rights contained in

this Licence.

1.19 **Rights**

The rights licensed non-exclusively to the Church pursuant to Clause 2.

1.20 **Song reference list**

A partial listing of the most active Songs compiled from the Catalogues and contained in the Copy Report and updated by CCLI from time to time during the Licence Period as referred to in Clause 4.2.

1.21 **Territory**

The Benelux countries (The Netherlands, Belgium, Luxembourg).

1.22 Reference to the singular includes a reference to the plural and vice versa.

1.23 Reference to any gender includes a reference to all other genders.

1.24 Words importing persons shall include firms, corporations and unincorporated associations.

1.25 Unless the context otherwise requires, reference to any Clause or Recital is to a Clause or Recital (as the case may be) of or to this Licence.

1.26 The headings to the Clauses in this Licence are for ease of reference only and shall not form any part of this Licence for the purposes of construction.

2. LICENCE OF RIGHTS

2.1 Subject to and in consideration of the payment of the Licence Fee by the Church to CCLI and subject to the full and timely performance and observance by the Church of its obligations warranties and undertakings contained in this Licence, CCLI grants to the Church a non-exclusive licence of the following rights in the words of the Songs in the Territory for the Licence Period.

2.1.1 To reproduce the words of Songs and to reproduce such reproduction in bulletins, liturgies, programmes, word sheets, posters and blackboards.

2.1.2 To reproduce the words of Songs in bound or unbound books compiled by the Church.

- 2.1.3 To make transparencies slides or to utilise electronic storage and retrieval methods, but in each case only for the visual projection of the words of Songs.
- 2.2 The Church may only exercise the Rights for the purposes of the distribution and use of copies of the words of Songs in Church Services, and provided that any such use is only by the Church or those people who attend the Church Services whilst so attending.
- 2.3 The Church may also exercise the Rights in respect of the words of Songs included and available for use in the Programme by virtue of their inclusion in any Catalogue but which are not contained in the Song Reference List.
- 2.4 The Church may only use copies of any words of Songs produced in exercise of any of the Rights during the Licence Period provided that such copies may be used following renewal of this Licence pursuant to Clause 6.
- 2.5 The quantity of copies of the words of Songs which the Church may make in exercise of its Rights pursuant to Clause 2.1 shall not exceed the Church Size provided that the Church may make additional copies on prior payment to CCLI of an additional licence fee. The amount of such additional licence fee shall be the same as the Licence Fee applicable to a Church of a size equal to the total number of copies of the words of Songs which the Church intends to make less the Licence Fee paid for this Licence

3. RESERVED RIGHTS

- 3.1 The following rights are excluded from the Programme and are reserved to the Owners:
 - 3.1.1 To photocopy or duplicate any choral sheet music, cantatas, musicals, hand bell music, keyboard music, vocal solos or instrumental work.
 - 3.1.2 To distribute copies of the words of any Songs created in exercise of the Rights for use outside of Church Services.
 - 3.1.3 To rent or sell or otherwise dispose of copies of any Songs created in exercise of the Rights referred to in Clauses 2.1.1 to 2.1.4 (inclusive) for any form of direct or indirect remuneration or consideration whether by way of direct payment, gift, donation, free will offering or any other such payments.
 - 3.1.4 To alter or make adaptations or arrangements of the words of Songs or to translate the words of Songs into other languages.

- 3.1.5 To perform any of the words of Songs.
- 3.1.6 To exercise any rights in any Songs not specifically licensed to the Church hereunder including without limitation any rights in any musical work comprised in or forming part of any Song.
- 3.2 All other rights not expressly granted to the Church are reserved to the Owner

4. CCLI'S DUTIES

- 4.1 CCLI shall supply the Church with a Licence Kit at the commencement of the Licence Period.
- 4.2 CCLI shall keep the Church informed of any additions or deletions to the Song Reference List and the Authorised Publisher List from time to time during the Licence Period.

5. CHURCH DUTIES

The Church warrants, represents, undertakes, and agrees that:

- 5.1 The Church has the right to enter into and perform this Licence.
- 5.2 The Church shall only exercise the Rights in relation to Songs referred to in Clause 2.3, and the Songs contained in the Song Reference List as updated by CCLI from time to time during the Licence Period, and the Church shall forthwith cease exercising any of the Rights in relation to any Song which is withdrawn from the Song Reference List or in respect of Songs referred to in Clause 2.3 which are withdrawn from the Catalogues, and the provisions of Clause 8.2 shall apply in respect of any such Songs.
- 5.3 The Church shall not by any act or omission impair or prejudice the copyright in any of the Songs.
- 5.4 The Church shall not alter the words of any Song.
- 5.5 The Church shall ensure that every reproduced version of the words of any Song produced in exercise of any of the Rights shall contain the full and correct song title, writer credit(s) and copyright notice (all of which information is contained in the Song Reference List) in substantially the following form:

"[Title]" words and music by [writer(s)]

[year] [name of copyright owner]
Used By Permission. CCL No. []

- 5.6 If a Song is not listed on the Song Reference List and is one in relation to which Clause 2.3 applies, the Church shall obtain the information required under Clause 5.5 direct from the appropriate Owner and CCLI shall on request supply the address and telephone number of such Owner.
- 5.7 The Church shall supply to CCLI a copy of any reproduced version of a Song produced in exercise of any of the Rights by the Church within 14 days following request from CCLI.
- 5.8 The Church shall update the Copy Report during the Licence Period by recording contemporaneously the Fixation Activity of Songs in accordance with the instructions contained in the Copy Report.
- 5.9 The Church shall appoint a Copy Report Representative who shall be responsible for completing the Copy Report pursuant to Clause 5.8.
- 5.10 The Church shall appoint an Active Contact who shall receive from CCLI renewal reminders, licence mailings and news updates on behalf of the Church.
- 5.11 The Church shall send the duly completed Copy Report to CCLI on the expiry of the Licence Period.
- 5.12 The Church shall not use, reproduce or exploit in any way any Song except as expressly permitted hereunder and unless in a way included in the grant of Rights pursuant to Clause 2.
- 5.13 The Church hereby indemnifies and undertakes to indemnify CCLI and keep CCLI at all times fully indemnified from and against all claims, actions, proceedings, liability loss, damage costs and expenses of any kind which CCLI may directly or indirectly incur or suffer by reason of the Church being in breach of, or failing to perform, or which arise directly or indirectly out of any breach or non-performance by the Church of any of the Church's warranties, representations, undertakings or obligations contained or implied in this Licence.

6. RENEWAL OF LICENCE

- 6.1 Subject to Clause 7.2 the Church may renew the Licence for a further period of one year on payment, prior to the end of the Licence Period, of the then current Licence Fee as may be increased provided that the Copy Report has been duly completed and submitted to CCLI in accordance with Clause 5.
- 6.2 Any renewal of this Licence shall be on the same terms as those contained in this Licence or on such other terms as may reasonably be stipulated by CCLI provided that prior notice is given to the Church.
- 6.3 CCLI shall have the right to increase the Licence Fee payable on any renewal of this Licence provided that prior written notice is given to the Church.
- 6.4 The Church shall upon renewal of this Licence inform CCLI of any change in its Church Size at the end of the Licence Period so that the appropriate Licence Fee payable on renewal can be determined.

7. TERMINATION

- 7.1 CCLI shall have the right to terminate this Licence if the Church is in breach of any of the terms and conditions of this Licence and in the case of a remediable breach shall have failed to remedy the same within 21 days after receipt of notice in writing from CCLI specifying such breach and requiring remedy.
- 7.2 If CCLI's right to grant a licence in respect of any rights contained in this Licence is terminated during the Licence Period the validity of the licence of such rights contained in this Licence shall not be affected and will continue until the end of the Licence Period provided that CCLI shall be under no obligation to grant a licence of any such rights on any renewal of this Licence.
- 7.3 The Church shall have the right to terminate this Licence at any time upon 30 days written notice to CCLI and the Church will be entitled to a refund of the Licence Fee as follows:
 - 7.3.1 If the notice requesting termination is received by CCLI in the first three months of the Licence Period the Church shall receive the Licence Fee less a handling charge of 25%.
 - 7.3.2 Thereafter the refund shall be the pro-rata portion of the Licence Fee by reference to the un-expired period of the Licence Period calculated from the date of termination less a handling charge of 25%.

7.3.3 CCLI shall pay the appropriate refund within 21 days of receipt by CCLI of the duly completed Copy Report in accordance with Clause 8.1.

8. EFFECT OF TERMINATION

In the event of termination of this Licence, whether under Clause 7 or otherwise, and whether by CCLI or by the Church:

8.1 The Church shall prepare and deliver to CCLI on the date of termination the Copy Report duly completed for the period up until that date.

8.2 The Church shall forthwith cease to exercise any of the Rights in relation to any Song and shall forthwith cease to use any copies of Songs made in exercise of the Rights and shall allow delivery-up or arrange for destruction of all such copies of Songs at the option of CCLI.

9. ASSIGNMENT

9.1 CCLI shall have the right to assign or license or sub-license the whole or any part of the benefit of this Licence and CCLI's rights under this Licence.

9.2 This Licence is personal to the Church and the Church may not assign or license or sublicense the whole or any part of the benefit of this Licence and the Church's rights under this Licence except with the prior written consent of CCLI.

10. NOTICE

10.1 Any notice or other document required to be given under this Licence or any communication between the parties with respect to any of the provisions of this Licence shall be in writing and be deemed duly given if signed by or on behalf of a duly authorised officer of the party giving the notice and if left at or sent by pre-paid, registered or recorded delivery post or by telex, telegram, cable, facsimile transmission or other means of telecommunication in permanent written form to the address of the party receiving such notice as set out at the head of this Licence or as notified between the parties for the purpose of this Clause 10.

10.2 Any such notice or other communication shall be deemed to be given to and received by the addressee:

- 10.2.1 at the time the same is left at the address of or handed to a representative of the party to be served
- 10.2.2 by post on the day not being a Sunday or Public Holiday two days following the date of posting
- 10.2.3 in the case of a telex, telegram, cable, facsimile transmission or other means of telecommunication on the next following day.
- 10.3 In proving the giving of a notice it shall be sufficient to prove that the notice was left or that the envelope containing the notice was properly addressed and posted, or that the applicable means of telecommunication was addressed and despatched, and despatch of the transmission was confirmed and/or acknowledged as the case may be.

11. GENERAL

- 11.1 Whilst the provisions of this Licence are considered reasonable by the parties hereto it is hereby agreed and declared that if any provision of this Licence shall be adjudged by a court of competent jurisdiction for any reason to be void, voidable or unenforceable but would be valid or enforceable if it were varied, or if some part or parts thereof were deleted, or if the scope or period or area of application were reduced, then notwithstanding Clause 11.4 such provision shall apply with such variation, deletion or modification as may be necessary to make it valid, lawful and enforceable.
- 11.2 In the event of any term or provision of this Licence being held for any reason to be invalid, unlawful or unenforceable this shall not affect the validity, legality or enforceability of any other term or provision of this Licence or of the remainder of this Licence as a whole.
- 11.3 This Licence contains the entire understanding between the parties hereto relating to the subject matter hereof, and all prior agreements between the parties relating thereto have been merged herein and are superseded by this Licence and no representations or warranties relating to matters covered by this Licence have been made other than those expressly provided for in this Licence, provided that no provision of this Licence shall exclude or limit the liability of any party to this Licence for fraudulent misrepresentation.
- 11.4 CCLI shall have the right to amend these terms and conditions from time to time by giving not less than 45 days written notice of any change to the Church.

- 11.5 This Licence shall be binding upon and endure for the benefit of the successors of the parties (including where applicable their personal representatives, successors and assigns).
- 11.6 No waiver by either party hereto of any breach of any warranty, covenant or provision of this Licence shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other warranty, covenant or provision and the rights and remedies of the parties hereto shall be cumulative and none of them shall be exclusive of any other or others or of any right, remedy or priority allowed by law.
- 11.7 This Licence shall not be deemed to constitute a partnership or joint venture or contract of employment between the parties.
- 11.8 This Licence shall be governed by and construed in accordance with the laws of The Netherlands and the parties hereby submit to the non-exclusive jurisdiction of the Dutch Courts.

Glossary of Terms

[Authorised Catalogue](#)

[Authorised Song](#)

[CCL Authorised Administrator List](#)

[Church Copyright Licence \(CCL\)](#)

[Copy Report](#)

[Expiry Date](#)

[Licence Period](#)

[Public Domain \(PD\)](#)

[Terms & Conditions](#)

[Write-In](#)

Appendix

1. null
2. null
3. null
4. null
5. null
6. null
7. null
8. null
9. null
10. null

Authorised Catalogue

A catalogue is a collection of songs administered by a song owner or administrator. An authorised catalogue is one that has been included in the CCLI licence schemes. If a catalogue is authorised, then all the songs included in that catalogue are covered by the licence scheme*.

It has not been possible to include all [authorised songs](#) in CopyReport, however, you can determine if a song is authorised (covered by your licence) by whether or not its catalogue is included in the Authorised Catalogue list*.

A song's catalogue information can usually be found with the copyright details on published words and/or music. For example, PlayItLoudMusic is the name of the catalogue in the following copyright line.

Words & Music by Billy Bloggs, © 2009 PlayItLoudMusic

In order to see if Billy Bloggs' song is authorised you would need to find out if PlayItLoudMusic is listed in the appropriate catalogue list.

The advantage of working by catalogue is that as soon as new songs are added to an Authorised Catalogue they are automatically incorporated into the licensing scheme.

* The exception to this rule is where the catalogue is marked with an asterisk* in our lists, which indicates that only selected songs within that catalogue are included in the licence scheme. To find out which songs are covered please contact us on +31 (0)314 360390

Please visit our website to view the Authorised Catalogue Lists, by typing www.ccli.nl/lijsten into your internet browser. If you do not have internet access please telephone us on +31 (0) 314 360390.

Within CopyReport you can view a list of all the CCL authorised catalogues by clicking on the CCL tab and then choosing the 'search by catalogue' option.

Authorised Song

An Authorised Song is one which is included in the licence scheme because it is included in an [Authorised Catalogue](#).

CCL Authorised Administrator List

The CCL Authorised Administrators List provides contact details for Administrators signed to the CCL licensing scheme.

Please visit our website to view the list, by typing www.ccli.nl/lijsten into your internet browser. If you do not have internet access please telephone us on +31 (0) 314 360390.

Church Copyright Licence (CCL)

With this licence you are permitted to:

- Type song words into your computer and store* them.
- Create your own songbooks, service sheets and handouts for your congregation.
- Create your own OHP acetates/foils/slides.
- Create your own song words database for use with song projection software.
- Make and copy customised arrangements of Musical Compositions for congregational use when no published version is available.

It is subject to certain terms and conditions which can be viewed [here](#).

You will not be able to use the CCL section of CopyReport until you have entered your CCL licence number. Entering the licence number unlocks the [CCL screen](#).

CCLI will use the CCL Licence number and Customer Reference number to identify which church is reporting to us, so please ensure that they are entered carefully. You will find all these numbers on your [Licence Certificate](#).

Multiple Customer Copy Reports

If you are completing a copy report for more than one church or organisation, please ensure you enter the correct licence and customer reference numbers against each church or organisation account.

* *Some publishers now provide song words on CD-ROMs. Please refer to the additional information they provide since you may need a CCL to store them on your computer.*

CopyReport

A Copy Report is the means by which a licence holder reports annually to CCLI which songs they have reproduced under the terms of their licence(s).

Expiry Date

The date after which licences are deemed to have expired and the rights formerly assigned to the licence holder cease to be so assigned.

Since this might otherwise lead to licence holders finding themselves in possession of illegal copies of words and music, a renewal reminder is sent out eight weeks prior to the expiry date.

See also [Licence Period](#).

Licence Period

All licences obtained from CCLI are annually renewable on the anniversary of the first purchase date.

The one year period between purchase and subsequent renewal is the Licence Period, during which time a licence-holder is expected to record details of all the songs reproduced under the terms of the licence they hold.

A reminder is sent to the licence holder in advance of the licence [expiry date](#).

Public Domain (PD)

After certain periods of time, works formerly protected by copyright enter the Public Domain (PD). This means that they are no longer protected by copyright and no permission or clearance is required to reproduce them.

A song (words and music) becomes PD at the end of the year, 70 years after the death of the composer. Therefore if a composer died on 1st March 2000 his work would not become PD until 1st January 2071.

If a composition was written by more than one person then the 70 year count does not commence until after the last surviving composer has died.

If a set of words and a piece of music have been 'married together' after having been separately written (i.e. it was not a joint composition) then words and music are considered separately when determining if the song is PD. In such cases the words may become PD before the tune popularly associated with them does, or vice versa.

Terms & Conditions

Each of our licences are designed to meet specific needs, and have been carefully negotiated with publishers, copyright owners and other professional licensing agencies. As a result, the rights assigned to a licence holder for the duration of their [licence period](#) are very precise and exacting. It is recommended that you familiarise yourself with the terms and conditions which relate to each licence you hold.

You can view them by clicking on the links below:

[CCL](#)

Write-In

This is a feature that enables the user to report songs which are not listed within CopyReport. Whilst every effort is made to include all the songs you are likely to want to report to CCLI, inevitably some are missed and need to be entered manually.

[CCL Write-In](#)