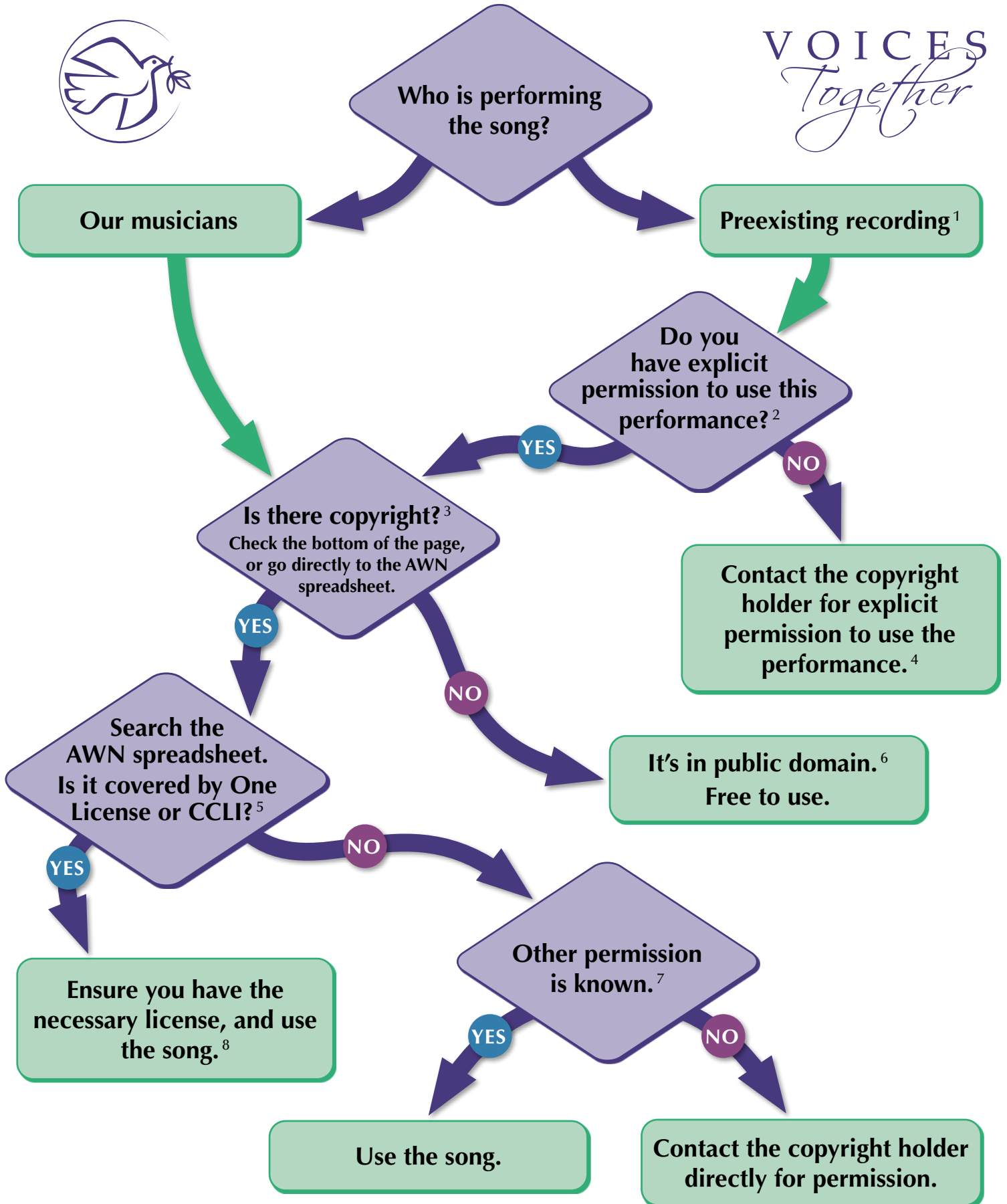


# How to Determine Copyright Licensing Needs



VOICES  
*Together*



1. Preexisting recording
  - a. This could be a CD, MP3, or streamed album; a song posted online, such as on YouTube; or any other recording that was not created specifically for your worship service.
2. Do you have explicit permission to use this performance?
  - a. This permission would come from the individual, publisher, or group who made the recording.
3. Is there text or music copyright?
  - a. This refers to whether the song itself (not the performance) has a copyright. You can check this on the AWN Copyright and Recordings spreadsheet, or by looking at the ascription at the bottom of the page in the hymnal and/or accompaniment edition. If there is no copyright symbol for either the text or music, then there is no copyright. If there is a copyright symbol, you will need to obtain permission.
4. Contact the copyright holder for explicit permission to use the performance.
  - a. Contact the individual, publisher, or group who made the recording to obtain permission for use.
5. Is it covered by One License or CCLI?
  - a. The AWN Copyright and Recordings spreadsheet includes information about whether songs are covered by One License and/or Christian Copyright Licensing International (CCLI), which are licensing bodies that provide permission to use songs. By maintaining a subscription and reporting your usage of songs covered by these organizations, you can receive permission to use the songs.
6. Other permission is known.
  - a. Sometimes copyright holders give blanket permission privately, not via CCLI or One License.
7. Ensure you have the necessary license, and use the song, reporting your usage to the appropriate licensing organization.
  - a. Maintaining a subscription alone is not enough—make sure to report your usage to One License or CCLI.
8. Contact the copyright holder directly for permission .
  - a. Many songwriters, composers, and text writers provide contact information on their own websites. When reaching out to copyright holders, it is appropriate to inquire whether there is a fee for use of the resource.