

Anti-Piracy Documentation Procedures

Intellectual Property Rights Form (IPR)

- You must complete this form for each order
- Indicates whether you own the material on the disc you are seeking to have replicated

Album/Project Title _____
Distribution Within an organization___ Retail___ Free to public___ Other_____
Countries Where Distributed _____
Are you the IPR owner for the entire disc contents? ___ YES ___ NO*
Complete the section(s) below describing the content that is applicable to the media you have ordered. MP3 or Enhanced Disc content requires completion of both ROM and Audio sections.

- If “YES”, this form and a description of the content of the disc is the only documentation required (if audio content, you must supply title, artist and IPR owner of each track listing)
- If “NO”, supporting documentation to verify that you have the necessary licensing rights to replicate the content is required

IPR Form–ROM content

1. CD-ROM / DVD-ROM Content

***If Not IPR owner, list all included non-owned software, freeware, and shareware products. Attach necessary distribution licensing documentation from the IPR owner.** Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary.

- In this section, you must:
 - Describe contents of disc, if you are the owner of the entire contents
- If you are not the owner of any/all software applications, you must:
 - List on the form (or separate sheet) all software, freeware and shareware not owned by you.
 - Provide licensing documentation for any such products, as per the requirements of the software vendor.

IPR Form–Audio Content

2. CD / DVD Audio Content

Check Here if COMPILATION _____

Artist(s) _____ Content/Music Type _____

An attached list of track title, artist, and IPR owner is REQUIRED. Sampling/mixing of additional recordings not owned (regardless of type, quantity, and length) requires licensing of those original recordings.

***If Not IPR owner, proof of replication licensing from IPR owner for licensed tracks is REQUIRED.**

- In this section, you must:
 - List on the form (or separate sheet) the **title**, **artist** and **IPR owner** for each recorded track on the disc (this is required for every disc sent for replication, regardless of whether you own the content rights)
- If you are performing a “cover tune”, you probably own the IPR to that “performance” of the song, but you must provide a mechanical or compulsory license for any “cover tunes” from the Publisher or from Harry Fox Agency (www.songfile.com). If you have applied for licensing but not yet received confirmation, please supply documentation of your application.
- If the disc contains someone else’s performance(s) or IPR (including compilation discs, ‘sampled’ or ‘mixed’ material, you must provide licensing documentation from the IPR owner or Publisher.

IPR Form–Video Content

3. CD / DVD Video Content (if Audio is separately licensed, complete Audio section and provide necessary Audio/Video Synchronization licensing)

***If Not IPR owner, proof of replication licensing from IPR owner is REQUIRED.**

- If you are not the owner of the video content on the disc, then you must provide licensing documentation from the content owner.
- If the disc contains any audio tracks that are licensed separate from the video content, then the necessary audio/video synchronization licensing documentation must be provided.

Freely Distributed Software

You must apply for a distribution agreement to include these applications on your discs before replication can begin:

Adobe Acrobat Reader

Apple QuickTime

Authorware Web Player

Laplink

Macromedia Shockwave & Flash Players

Microsoft Internet Explorer

Netscape Navigator

Real Player

DropStuff and Stuffit Expander for Mac

Copyright and Licensing Websites

To aid in
copyright
and
licensing
research

Music:

www.Allmusic.com

www.Amazon.com

www.aramusic.com - Arabic Music

www.billboard.com

www.CDNow.com

www.cduniverse.com

www.indianblockbuster.com - Indian Music

www.mpa.org – Music Publishers Association with links to ASCAP and BMI

www.SESAC.com

www.Muze.com – Subscription based.

www.preciomania.com – Latin Music

www.Recordresearch.com – Older titles

www.Songfile.com

www.uspto.gov - US Patent & Trademark Office

http://www.sonyatv.nl/frontdoor/index.cfm/the_netherlands/english/743/0.html -

Sony Music, Film & TV Library

Video:

<http://us.imdb.com/Find>

Software:

www.Microsoft.com/permission - Microsoft

www.real.com/licensing - Real Player

www.macromedia.com/support/shockwave/info/licensing/authorware -

Shockwave

www.home.netscape.com/bisdev/distribution/start.html - Netscape

All:

www.loc.gov/copyright - US Copyright Office