

## CCSMB12

### Register musical works for publishing and copyright compliance



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#### Overview

This unit involves researching and registering new works / products / members, whilst liaising with members and alternative bodies to ensure accuracy. It involves communication with copyright societies to secure copyright registration in order that royalty collection may take place. This unit will involve you having excellent communication skills.

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### Performance criteria

#### Explore royalty collection and registration processes

*You must be able to:*

- P1 assess music and songs and make recommendations for copyright registration
- P2 keep accurate records of all new works / products / members via data administration and data entry
- P3 identify potential disputes of ownership and liaise with others to resolve issues
- P4 identify and explain how copyright regulations affect the use of the works / products / members

#### Register music with royalty collection agencies

*You must be able to:*

- P5 understand data hierarchy structures of catalogues for registering music with royalty agencies
- P6 identify what a work or product is and how to register it
- P7 conduct comprehensive liaison with members and / or their representatives, solicitors and internal departments
- P8 research new or unregistered works / products / members
- P9 research works and others to ensure accuracy of data held
- P10 resolve queries that may arise out of registering works via communication with other departments, members and affiliated societies in a timely and accurate manner

#### Explore income generation with royalty agencies

*You must be able to:*

- P11 investigate unclaimed 'high value' cases
- P12 communicate effectively with copyright societies to secure copyright registration
- P13 register music titles in accordance with legislative requirements and your organisation's rules and procedures
- P14 explore alternative titles, foreign language versions to original works

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### Knowledge and understanding

*You need to know and understand:*

- K1 what is a work and the importance of registration
- K2 copyright law
- K3 the music industry, including different genres of music and who is who in the industry
- K4 the rights, territories and clearance that will be required by music users
- K5 sources of information on professional associations
- K6 how to access sources of specialist advice on copyright
- K7 the process for registering copyright
- K8 the role of royalty collection societies and how these protect artists and companies' rights
- K9 how and where to find research information
- K10 intellectual Property issues, especially around digital IP

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<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Creative and Cultural Skills
<b>Original URN</b>	MB12
<b>Relevant occupations</b>	Arts, Media and Publishing; Performing Arts; Crafts, creative arts and design; Media and communication; Artistic and Literary Occupations; Records; Communications; General; Secretarial and Related Occupations; Elementary Administration Occupations
<b>Suite</b>	Music Business (Record Labels)
<b>Key words</b>	register music, copyright, royalties, royalty collection