

CCSMP25

Maintain copyright data in a music publishing organisation



Overview

This unit is about maintaining data relating to copyright in the works written by composers, songwriters or lyricists and contained within a music publisher's catalogue.

See also CCS15 Use spreadsheet software and CCS16 Use database software

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Performance criteria

You must be able to:

- P1 identify, access and record copyright data
- P2 record copyright details accurately and in a retrievable format within agreed timescales, whilst following legal and organisational guidelines
- P3 take account of relevant copyright law in different territories
- P4 take prompt and appropriate action to deal with identified gaps in copyright information
- P5 establish any permission or conditions that may apply to using this information
- P6 pass on copyright information only to those people authorised to receive it and within agreed timescales
- P7 handle and store information relating to copyright in a way that protects its confidentiality and organisational value
- P8 respond to requests for information by members of the public and agencies in an appropriate manner whilst following organisational procedures

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Knowledge and understanding

You need to know and understand:

- K1 the basics of UK and international copyright law
- K2 current relevant legislation, regulations, codes of practice and guidelines relating to gathering, storing and maintaining information
- K3 remedies for dealing with breaches of copyright
- K4 how and why you should store accurate copyright data
- K5 the appropriate bespoke systems for handling published music copyright data
- K6 where and how to access copyright information from other sources when needed
- K7 what action to take to deal with gaps in copyright information
- K8 how and why it is important to maintain the security and confidentiality of recorded information
- K9 your responsibilities for passing on copyright information
- K10 the necessary contact details you need to pass on information and where to find them
- K11 how and why it is important to confirm who is authorised to view or receive copyright information and the implications of allowing unauthorised access to information
- K12 how to respond to requests for copyright information appropriately

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