



COPYRIGHT POLICY AND PROCEDURE

CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	PROCEDURE	1
	Diocesan Office.....	1
	Ministry centres.....	1
	The Registry.....	2
5	DEFINITIONS	2
6	RELATED LEGISLATION AND DOCUMENTS	2
7	QUESTIONS & FEEDBACK.....	2
8	APPROVAL AND REVIEW DETAILS.....	2
9	APPENDIX.....	3

1 PURPOSE

- 1.1 To ensure all ministry centres in the Diocese of North West Australia (“the Diocese”) comply with the *Copyright Act 1968 (Cth)*.

2 SCOPE

- 2.1 All ministry centres and all copyrighted media they use, including songs, music, images and videos.

3 POLICY STATEMENT

- 3.1 Ministry centres and the Diocesan Office will fully comply with the *Copyright Act 1968 (Cth)*.

4 PROCEDURE

Diocesan Office

- 4.1 The Diocesan Office will hold and pay for the following licenses on behalf of ministry centres:
- Church Copyright Licence (CCL);
 - Music Reproduction License (MRL); and
 - Church Video License (CVL).
- 4.2 The Diocesan Office will bill ministry centres according to the license coverage they require.

Ministry centres

- 4.3 Ministry centres will notify the Diocesan Office of the license coverage they require (according to 4.1 above).
- 4.4 Ministry centres may have their own CCL Song Select accounts and maintain the relevant records.
- 4.5 Where copyrighted material is not covered by the licenses held by the Diocesan Office, the ministry centre will negotiate the use of the material directly with the copyright holder.

Liturgical Resources

- 4.6 Ministry centres may reproduce or project material from the following Prayer Books for church liturgical purposes, provided the integrity of the text is maintained and the relevant acknowledgment text is included:

- *A Prayer Book for Australia* (APBA): “From *A Prayer Book for Australia* Copyright © Broughton Publishing 1995”.
- *An Australian Prayer Book* (AAPB): “From *A Prayer Book for Australia* Copyright © Broughton Publishing 1995”. “From *An Australian Prayer Book* Copyright © Broughton Publishing 1978”.

Livestreaming, podcasting and electronic media

- 4.7 Any ministry centre that conducts livestreaming needs to hold the following licenses from Church Copyright Licensing International (CCLI) if the live stream includes the following media that is not in the public domain:
- Copyrighted song music / lyrics: Church Copyright Livestreaming License (CCLL);
 - Copyrighted music recordings: Music Reproduction License (MRL).
- 4.8 Despite 4.6, copyright for the use of material from APBA and or AAPB in a live stream, podcast or electronic media must be obtained from Broughton Publishing at info@broughtonpublishing.com.au and must be acknowledged verbally or visually as appropriate to the media in question (e.g. verbally for a podcast).
- 4.9 Showing copyrighted films, film scenes and/or video clips requires that the ministry centre has notified the Diocese that its licensing requirements include Church Video License (CVL) as per 4.1 and 4.3.

Holy Scripture

- 4.10 Ministry centres will check the requirements of the publisher before reproducing text from any copyrighted version of the Bible, e.g. English Standard Version or New International version. However, in general:
- The text of certain versions (e.g. ESV or NIV) may be quoted in any form up to and inclusive of five hundred (500) verses without the express written permission of the publisher, providing the verses quoted do not amount to a complete book of the Bible nor do the verses quoted account for twenty-five percent (25%) or more of the total text of the work in which they are quoted. For ESV, refer to the Schedule below.
 - When quotations from certain versions (e.g. ESV or NIV) are used by a local church in non-saleable media such as church bulletins or orders of service, a complete copyright notice is not required, but the initials of the version (e.g. ESV or NIV) must appear at the end of each quotation.

The Registry

- 4.11 The Registry will monitor the copyright compliance by ministry centres.
- 4.12 The Registry will maintain records of CCLI and CAL licenses.
- 4.13 The Registry will obtain summaries from CCLI and CAL as required.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be found in the Diocesan Glossary.

6 RELATED LEGISLATION AND DOCUMENTS

Copyright Act 1968 (Cth)

Australian Copyright Council Information Sheet G010v19 “[An Introduction to Copyright in Australia](#)”

Information & Communication Technology Policy

7 QUESTIONS & FEEDBACK

- 7.1 Church members who have any questions about this regulation or who wish to provide feedback about this document should contact the Diocesan Registrar at registrar@anglicandnwa.org.

8 APPROVAL AND REVIEW DETAILS

Certifications and Assent	Details	Signature	Date
Chair of Committees	Certified as printed in accordance with the regulation as reported		
Registrar	Certified as passed by the Diocesan Council		
Bishop	Assented		
Approval and Amendment History	Details		
Original Approval Authority and Date	Diocesan Council 20/02/2019		
Next Review Date	20/6/2025		
Amendment Authority and Date	Diocesan Council 24/06/2020		
Notes	This Policy and Procedure replaces the previous version of this Policy which was approved on 21/08/2019, which replaced the previous version of this Policy which was approved on 20/02/2019, which replaced Policy 6.10 (Administration Manual pp 43-44), which was last updated in February 2017.		

9 APPENDIX

English Standard Version permissions

English Standard Version

Print Permissions

Standard Use Guidelines for the ESV

The ESV text may be quoted (in written or print form) up to and inclusive of five hundred (500) verses without express written permission of the publisher, providing that the verses quoted do not amount to more than one-half of any one book of the Bible nor do the verses quoted account for 25 percent or more of the total text of the work in which they are quoted.

This includes use in church bulletins, Bible studies, Classroom use and Writing a book (print format)

Notice of copyright must appear as follows on the title page or copyright page of printed works quoting from the ESV, or in a corresponding location when the ESV is quoted in other media :

“Scripture quotations are from the ESV® Bible (The Holy Bible, English Standard Version®), copyright © 2001 by Crossway, a publishing ministry of Good News Publishers. Used by permission. All rights reserved.”

Digital Permissions

Standard Use Guidelines for the ESV

The ESV text may be quoted (in visual or electronic form) up to and inclusive of five hundred (500) verses without express written permission of the publisher, providing that the verses quoted do not amount to more than one-half of any one book of the Bible nor do the verses quoted account for 25 percent or more of the total text of the work in which they are quoted.

- This includes use in Websites or Blogs, Email, Social Media and Writing a book (Ebook)

Notice of copyright must appear as follows on digital works quoting from the ESV:

“Scripture quotations are from the ESV® Bible (The Holy Bible, English Standard Version®), copyright © 2001 by Crossway, a publishing ministry of Good News Publishers. Used by permission. All rights reserved. May not copy or download more than 500 consecutive verses of the ESV Bible or more than one half of any book of the ESV Bible.”

Crossway allows you to access the ESV Bible text from our server and include it on your website or app, free of charge for non-commercial use. To register for the API, visit api.esv.org.

Audio Permissions

Standard Use Guidelines for the ESV

The ESV text may be quoted verbatim (completely conforming to and unchanged from the current ESV text) for audio use up to and inclusive of five hundred (500) verses without express written permission of the publisher, providing that the verses quoted do not amount to more than one-half of any one book of the Bible nor do the verses quoted account for 25 percent or more of the total text of the work in which they are quoted.

- This includes use in Podcasts or websites, CDs, Video, Audio book, TV/Radio, Quoting in a sermon

Notice of copyright must fully be listed on audio products quoting from the ESV:

“Scripture quotations are from the ESV® Bible (The Holy Bible, English Standard Version®), copyright © 2001 by Crossway, a publishing ministry of Good News Publishers. Used by permission. All rights reserved.”

Verbal credit must also be given to the “ESV”.