



Copyright and Intellectual Property

May we copy material for use in our congregation?

Respect the author and musician! A copyright holder has five exclusive rights:

- Reproduce the work
- Prepare derivative works (works derived from the original work such as abridgments, translations, or other adaptations)
- Distribute the work
- Perform the work
- Display the work

Copyright need not be a roadblock!


[Augsburg Fortress has established clear guidelines](#) on how to acquire permission to use copyrighted material.

How do I request permission?

In order to apply for permission to use copyrighted material, first prepare answers to the following:

1. **What you want to use?** Title, author or composer, pages or hymn numbers, copyright year, code number, a description of what is to be used (exact sentences, paragraphs, stanzas).
2. **How it will be used?** The rights requested (one-time event, permanent publication), intended audience, number of copies to be made, format (worship folder, songbook, textbook), name and date of the event (as appropriate).
3. **Who you are?** Name, address, phone number of the church, school, or other organization, as well as the same information for the contact person making the request.

Additional Intellectual Property Resources

- [Augsburg Fortress Copyrights and Permissions](#)
- [The US Patent & Trademark Office](#)
- [The US Copyright Office](#)
- [Essential Guide to Copyright Law for Churches](#)
- [Copyright Advisory](#): An easy to use guide from Columbia University
- [Copyright and the Church](#): A Website from the United Church of Christ
- [Copyright and Trademark](#): Information from Presbyterian Church (U.S.A)
- [Keeping it Legal](#)  an article from *The Lutheran* magazine.