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](#)
• [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.