

Copyright Checklist

Find out who created the work?

Find out who holds existing rights?

If owned by employees, confirm the publisher's intellectual-property ownership policies.

If owned by third parties, confirm that the publisher has appropriate "Work for Hire" agreements (and verify that agreements were signed before the creation of the work), copyright assignments, or license to publish.

Basic Rights of a Copyright?

Checklist

- ◆ If a person intends to publish a copyrighted work, is that person the owner of the copyright in the work, or has the person obtained permission to do so from the copyright owner?
- ◆ If a person desires to prepare a derivative work based upon other copyrighted work, is such person the copyright owner of each of the works involved, or has such person obtained permission to do so from the owners of the copyright in each of the copyrighted works involved?
- ◆ If a person desires to distribute copies of the copyrighted work by sale or other transfer of ownership, or by rental, or lease, or lending:
 - Is such person copyright owner of the work involved, or has such person obtained permission of the copyright owner?

 - Does such person own the material object in which the copyright in such work is embodied? If so, the person may sell, rent, lease, or lend that material object (other than if the object is a phonogram).
- ◆ If a person wishes to publicly perform or display a work, does such person own the copyright to that work, or does that person have permission of the copyright owner to do so?
- ◆ Ascertain whether the creator must be credited for the work.
- ◆ Verify whether the publisher/creator controls the entire copyright or only certain rights to copy.
- ◆ Confirm that the work has not been amended or altered without the express permission of the copyright owner and the creator.
- ◆ Confirm that the publisher's license has not expired or reverted to the creator.
- ◆ Ascertain that appropriate copyright notices appear in all copies of the work, including foreign and licensed edition.
 - What are foreign copyright notices impact?
- ◆ Determine whether registrations of the copyrighted work is advisable.
- ◆ Identify moral rights issues if the work is published internationally.

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