

COPYRIGHT AND LICENSING POINTERS

Copyright: The Complete Guide for Music Educators by Jay Althouse is an excellent resource. A copy is available in the Conservatory office. In addition to explaining copyright issues in detail, the book gives examples of letters to copyright owners asking for permission to arrange and record pieces of music.

If you have trouble identifying the copyright owner for a piece of music, it is recommended you contact ASCAP or BMI. If you give them accurate title and composer information, they can tell you the copyright owner and give you the name and address of the publisher. ASCAP and BMI both have extensive websites:

<http://www.ascap.com>

<http://www.bmi.com>

To obtain permission to make an arrangement, write the copyright owner with the request and give as much information as you can about your intent, such as:

What kind of arrangement will it be (band, orchestra, brass quintet, etc.)?

How many parts will you make?

Who will perform the arrangement?

Will you make the arrangement or will someone else do it for you? Are you paying that person?

Do you plan to sell the arrangement? If so, what will the price be?

When will you perform the arrangement – at one specific performance or as part of the group's ongoing repertoire?

Will you record the arrangement?

The publisher/copyright owner needs as much information as possible to decide promptly whether to grant permission and whether to charge a fee.

To obtain permission to record a work, you may write the copyright owner directly (Althouse's book has a sample letter). However, the Harry Fox Agency is the most widely used agent and may save you some time. If you want to record pieces of music with a number of different copyright owners without having to contact each copyright owner separately, you can make the requests to Harry Fox:

<http://www.nmpa.org/hfa.html>