# CCLI licensing guidelines

## When you are arranging Mothers’ Union gatherings which include hymns or songs that are not in the public domain\* please remember to check that you are covered by a CCLI licence.

CCLI have advised us that if the group is connected to a local church which has a licence, it will be covered under this, whether or not the gathering takes place on the church premises. The hymns and songs will need to be reported to CCLI after the event by whoever holds the licence.

Should the church not have a licence or the group not be connected to a church, CCLI advise that song lyrics may not be reproduced on a song sheet or power point etc. unless each song is paid for individually or a short term licence obtained. This obviously doesn’t apply to songs in the public domain. Also, it is fine to use hymn and song books containing the songs.

When reproducing a song covered by licence you must include at the bottom of the song the copyright details i.e. author; © year, owner.

Your CCLI licence number should be under every song on a power point or once only if on a printed sheet.

The words to hymns and songs should not be changed without the author’s permission.

The CCLI website has the facility for you to check if they hold the copyright for a particular song. It also has a list of songs in the public domain.

<https://uk.ccli.com/>

**\*** *Public domain:*

*In the UK, copyright in a musical composition expires 70 years after the end of the calendar year of the author’s death (or last remaining author's death if there is more than one author attributed to the work.) If the author of the composition is unknown, the copyright expires 70 years after the end of the calendar year of the publication of the work.*

*Some “modern” authors choose not to charge for use of their songs so their work is freely available to use (e.g. Ally Barrett who wrote “Hope of our Calling”)*

[*https://reverendally.org/reverendallys-hymns/*](https://reverendally.org/reverendallys-hymns/)

# Other copyright issues

## This helpful information has been provided by Canterbury Province

If you are only using one or two hymns / songs that are in copyright then it is probably cheapest & simplest to contact the copyright owner direct - CCLI can provide details. If holding several regular meetings a year with under 49 copies printed, then an annual licence may be worthwhile. See <https://uk.ccli.com/> for current prices.

The other Main (Roman Catholic) licensee is Decani Music <http://www.decanimusic.co.uk/calamus-licence/>

**Taize**chants have specific restrictions - see <https://www.taize.fr/en_article114.html>

Hymnary.org tells you which hymn books include which hymns and if they are in the public domain. It also gives alternative music to hymns so musicians can use music they own, rather than buy copyright.

## ****Photocopying****

A separate copyright exists in typeset pages. This means that if you wish to make copies directly from authorised music books/publications you'll almost certainly need the [Music Reproduction Licence™/Collective Worship Music Reproduction Licence™](https://uk.ccli.com/copyright-licences/#mrl) which is available as a supplement to the Church Copyright Licence/Collective Worship Copyright Licence. A direct copy includes a photocopy, scan or duplication of a file, for example, by emailing a sheet music PDF to another person.

## ****Book texts, poetry etc.****

These also have copyright restrictions. Factors that have been identified by the courts as relevant in determining whether a particular dealing with a work is fair include:

*"Does using the work affect the market for the original work?"* If a use of a work acts as a substitute for it, causing the owner to lose revenue, then it is not likely to be fair

*"Is the amount of the work taken reasonable and appropriate? Was it necessary to use the amount that was taken?"* Usually only part of a work may be used. Take care when thinking about downloading prayers etc. If details are given, contact the copyright owner for permission to use, if you plan to use more than an extract.

## ****[Exceptions to copyright](https://www.gov.uk/guidance/exceptions-to-copyright%22%20%5Ct%20%22_blank)****

[GOV.UK](https://www.gov.uk/guidance/exceptions-to-copyright%22%20%5Ct%20%22_blank) deals with the concept of “fair dealing” and is helpful.

**Altering texts** does not avoid copyright restrictions:

See <https://www.copyrightservice.co.uk/copyright/copyright_myths> for a quick guide.

## ****Orders of Service****

These need a copyright acknowledgement along the lines of “Common Worship: Services and Prayers for the Church of England, material from which is included in this booklet, is copyright © The Archbishop's Council “.  See page six of [A Brief Guide to Liturgical Copyright](https://www.churchofengland.org/media/41098/litcopy.rtf) on the Church of England website for details.

## ****Photographs****

from the internet are not necessarily free - take care, and check conditions for re-use to avoid problems or substantial damages claims - even better, take your own pictures, then you have the copyright! **Remember** the need to have written permission to publish photographs taken at MU events.