Group Registration of Newspaper Issues Tutorial

About Newspaper Issues—eCO Login screen

• This application may be used to register a full month of newspaper issues.

• A “newspaper” is defined as a periodical that is mainly designed to be a primary source of written information on current events, either local, national, or international in scope. A newspaper contains a broad range of news on all subjects and activities, and is not limited to any specific subject matter. Newspapers are intended for either the general public or a particular ethnic, cultural, or national group.

• There are strict eligibility requirements that must be met in order to use this option. Before completing the application, you will be asked to confirm that you understand and meet all of these requirements.

• To complete your submission you must upload one complete copy of the final edition of each issue published in the calendar month designated in the application.

Beginning the application—Login screen/Home screen/Registration Process Overview screen

• To submit an application for Newspaper Issues, first log in to your eCO account. Click “Register Certain Groups of Published Works” under the “Copyright Registration” heading on the left side of the Home page.
• Review the information on the Registration Process Overview screen, then click “Start Registration” to proceed.
Selecting a “Type of Group” – Type of Work screen

• Next, click the “Type of Group” dropdown and select “Daily Newspapers.” A description of this type of group will be provided.

• Please be sure to carefully review the eligibility requirements for registering a group of newspapers. Check the box confirming that you have read, understood, and meet all eligibility requirements for filing an application for a group of newspapers. If you do not meet these requirements, return to the Home page to select a different application.

• To proceed with the application, click “Continue” at the top of the screen.
Completing the application – Title screen

• On the Title screen, enter the title as it appears on the newspaper as well as the city and state where it is published.

• Enter the month and year in which the issues were published.

• If a specific edition statement appears on each issue, such as “Late Edition” or “Final Edition,” you may enter that information in the space provided; otherwise leave this space blank.

• As discussed below, you must include the International Standard Serial Number – or ISSN – in the file name of your deposit. You may also provide the ISSN in your application if you want to include the ISSN on your certificate and in the online public record.

• Click “Continue” to proceed.
Completing the application – Publication screen

• On the Publication screen, enter the date of publication for the earliest and most recent newspaper issues in this group.

• Select the nation in which the issues were first published from the drop down list.

• You must submit a complete copy of each issue that was published during the month specified in your application. In the “Number of Issues in this Group” drop down list, select a number between 1 and 31 to identify the total number of issues that will be included in your submission.

• Click “Continue” to save this information and proceed.
Completing the application – Author/Claimant screen

• On the Author/Claimant screen, you will give information about the author and owner of the issues in this group. The author and claimant for each issue must be the same person or organization, and each issue in the group must be a work made for hire.

• If you are completing the application on behalf of the author and claimant, enter the name and address of that person or organization in the spaces provided. If you are the author and claimant for all of the issues, you may click “Add Me” to enter your information.

• To use the group registration option, the newspaper must be a collective work, and the claim in each issue must be limited to the collective work.

• When you submit this form, the term “collective work authorship” will be added automatically to your application. For additional information consult the help text that accompanies the online application.

• After entering all the required information, click “Continue” to proceed.
Completing the application – Rights and Permissions, Correspondent, Mail Certificate, Special Handling screens

• On the Rights and Permissions screen, you may identify the person who should be contacted regarding copyright management information or permission to use these issues. Any information you enter here will appear in the Office’s online catalog and may be viewed by visitors to the Office’s website. Do not complete the Rights and Permissions screen unless you want this contact information to be included in the Office’s online record.
• On the Correspondent screen, give information for the individual the Copyright Office should contact to answer questions that may arise during the examination of your claim.

• On the Mail Certificate screen, enter the address where the registration certificate should be mailed.
• Special Handling is an expedited service that requires a significant surcharge fee. It is granted only if a registration is needed on an expedited basis for pending or prospective litigation, customs matters, or contract or publishing deadlines. Do not complete this screen unless you qualify for and intend to pay for expedited service.
Completing the application – Certification screen

- The application must be certified by the author/claimant, or by an authorized agent of the author/claimant. Check the box to confirm that you are authorized to certify the application, and enter your name as the “certifying individual.”

- Click “Continue” to review the information provided in the application.
Submitting the application – Review Submission screen to My Cart screen

- Carefully review the information you entered before proceeding further. Use the links in the navigation bar to go back and make corrections if needed.

- Click “Add to Cart” to pay the fee and submit your application.
Submitting the deposit copy - Submit Your Works screen

• After payment is confirmed, you will receive an email confirming the receipt of your application and payment. To complete the submission process, you must upload a copy of each newspaper issue being registered.

• To complete your submission you must upload a digital copy of each issue. Specifically, you must upload one complete copy of the final edition of each issue published in the calendar month designated in the application.

• The issues must be uploaded as individual files in Portable Document Format, and you must upload a separate PDF for each issue in the group.

• Each PDF file should be named using the following convention. The file name for each file must start with the letters “GRNP” followed by the International Standard Serial Number (“ISSN”) for that newspaper, and the publication date for that issue in a “YYYYMMDD” format.

• For example, the proper file naming format for an issue published on March 1, 2018 under ISSN 1234-5678 would be:

  GRNP_12345678_20180301.pdf

• Include underscores between each element of the file name, but leave out the hyphen in the middle of the ISSN number. Be sure to include two digits for both the month and day, such as 01, 02, 03, rather than 1, 2, 3.
• If you do not have an ISSN, you may request a number from the U.S. ISSN Center. To do so, complete the ISSN Newspaper Application Form. Make a PDF copy of the front page of one issue (including the masthead or nameplate) and any internal page that contains the editorial bloc, masthead, and publisher information. The completed form and PDF copies of these two pages should be emailed to issngrnp@loc.gov with the subject line “Group Registration of Newspapers.”

• If you have applied for an ISSN but have not received it yet, state “pending” in the file name for each issue. In this case, the example given above would be:
  GRNP_pending_20180301.pdf

• The issues should be included in each PDF file with the pages in sequential reading order.

• The PDF files must be viewable and searchable, they must contain embedded fonts, and they must be free of any access restrictions, such as password protection, watermarks, or other Digital Rights Management.

• Additional information concerning these requirements is available in the help text for this application.

• Click “Continue” to proceed. The application you just submitted will be displayed on a new screen.

• As mentioned earlier, each issue must be uploaded in a separate PDF file. The file size for each PDF must not exceed 500 MB. If necessary, the files may be compressed to comply with this requirement.

• Do not submit the issues in a compressed file, such as a zip file.

• To upload files:
  • Click the green “Select a File for Upload” button.
• A new window will open, allowing you to select files from your computer.

• Select all the files to be uploaded and click “Open.”

• The files you selected will be displayed with the corresponding application.

• Click the blue “Start Upload” button to upload your files.
• A progress bar next to each file will allow you to watch the upload process. As the upload is completed for each file, “successfully uploaded” will be added in front of the file name.

• Do not leave this screen or close the application before upload is complete for all files, as this will stop the upload process.

• Once upload has been completed for all the files you selected, click the “Complete Your Submission” button to confirm that no more files will be uploaded.

• You will receive an email from the Copyright Office confirming receipt of your files.
If you choose to send microfilm:

- Click “Create Shipping Slip” on the bottom of the screen.
- In a moment, a “shipping slip” attachment link will be added to the screen. Click the link to open and print the shipping slip.

Attach the shipping slip to the microfilm before mailing it to:

Library of Congress
U.S. Copyright Office
Attn: 407 Deposits
101 Independence Avenue SE
Washington, DC 20559

This completes all steps for submitting your application for a group of newspaper issues.