



Music Copyright Guidelines for Reporting OneLicense & CCLI

Parishes should purchase licenses that cover their needs (volume and type of event). Prior to purchasing licenses and for specific questions it is recommended that parishes contact the license distributors.

The information below is intended as a guide only to equip music ministers covered by OneLicense and CCLI to correctly record and report usage.

1. CHECK if the music you intend to use is covered by your license (if not covered you will need to source and purchase the required license to use it).

To check if the song you have chosen is covered please go to the following links and enter your parish login and password:

OneLicense - <http://onelicense.net> (enter song title in 'Search Music Titles')

Please be aware that OneLicense does not cover copying of full score sheet music only text and melody line. Musicians should have an original copy each or else contact the composer/publisher for permission to copy.

CCLI/Songselect - songselect.ccli.com (enter song title and see if it is listed)

2. INCLUDE copyright details with *each* hymn/song:

OneLicense:

Title, Composer/lyricist, copyright owner, used with permission OneLicense #A-XXXXXX

E.g.:

Bread of Life

Words & Music: Bernadette Farrell, © 1982 OCP Publications. All rights reserved. Reprinted under One License # A - 642415

CCLI:

Song Title, Composer/Lyricist, Year written, Name of Copyright owner, Used by Permission CCLI License #XXXXXXX

E.g.:

How Great is our God, words and music by Chris Tomlin, Ed Cash & Jesse Reeves

© 2004. Sixsteps Music/ Wondrously Made Songs. Used By Permission. CCLI Licence #248873

Please note that if you are:

Printing a booklet you must include the copyright information **with** the song (next to the title or directly underneath the song).

Preparing slides you only need to include the copyright information with the **first slide** for each song.

3. REPORT your usage:

It is generally more accurate and convenient for parishes to have one person responsible for reporting music usage, however this may differ according to circumstance.