

**CCCB  
Publications**

**RIGHTS AND PERMISSIONS POLICY**



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## INTRODUCTION

CCCB Publications is proud to provide Canadian Catholics with catechetical and liturgical resources. We are happy to share our material with clients and other publishers.

In this Rights and Permissions Policy booklet, authors, publishers and clients will find information on copyright and its applications as well as the necessary tools to request permission to reproduce some of CCCB's material.

*This Policy is not intended to act as a substitute for legal advice, and proper legal advice should be obtained when necessary.*

### What is Copyright?

Copyright literally means the “right to copy”, and like its French terminology counterpart, *le droit d'auteur*, it also includes a number of other rights exclusive to the author, such as moral rights. The Canadian Copyright Act defines copyright in works as being “the sole right to produce or reproduce the work or any substantial part thereof in any material form whatever”. Among others, it includes the sole right to translate a work. Copyright preserves the integrity of a work, and ensures that artists, authors, and composers receive the means to continue their work.

#### *Works protected by copyright*

Every original literary, dramatic, musical and artistic work is protected by copyright as soon as it is physically created.

- a) a “literary work” includes various translations of the Bible, as well as prayers and any other liturgical texts;
- b) a “musical work” may be protected by multiple copyrights for the lyrics, the music, the recording and the publishing;
- c) “artistic works” such as paintings, photographs, sculptures, and even architecture are also protected by copyright. If you wish to reproduce the picture of a painting, you will most likely need to obtain permission from the artist of the painting, and the photographer of the picture.

#### *Duration of copyright protection*

In general, in Canada, copyright protection subsists for the duration of the life of the author, and a period of 50 years after his or her death. Performances and sound recordings now benefit of an extended protection of 70 years after the release date of the recording.

### *Infringement and exceptions*

Infringement occurs when a person reproduces a copyrighted work, in any manner and under any form, without the permission of the copyright owner. Ignorance of the law, good faith, and even having no motive of gain are not excuses.

There are however exceptions to infringement provided by the “fair dealing” clause of the *Copyright Act*. Under fair dealing, a person may reproduce a work for the purpose 1) of research, private study, education, parody or satire; 2) of criticism and review, provided the source is properly acknowledged; 3) of news reporting, again provided that the source is properly acknowledged. Other exceptions may apply to education institutions, libraries, archives and museums. For further details, please consult the *Copyright Act* ([laws-lois.justice.gc.ca](http://laws-lois.justice.gc.ca)), or the copyright resource person of your establishment.

### *Public Domain*

Public domain is the state of a work after the expiration of copyright protection (in Canada, 50 years after the death of the author). When in public domain, a work may be reproduced without permission, but an acknowledgement of the source should always be provided. As of June 2015, Canada has extended the protection of copyright in performances and sound recordings to 70 years after the release date of the sound recording.

### *Moral rights*

Moral rights insure the integrity of the author’s work, and the right to be recognized as the author or remain anonymous.

### *Electronic Rights*

Electronic rights represent the right to reproduce the work in an electronic format, be it on the internet, on an intranet website, on CD, DVD, e-book format, or any other platform that may be developed in the future.

### *Mechanical reproduction and licence*

A mechanical licence grants a person the right to reproduce an audio recording, such as music, on CDs, records, tapes, and sometimes on the web.

### *Collective societies and licensing agencies*

Collective societies generally administer the copyrights and royalties of a group of copyright owners. They grant usage of the works by means of licences in exchange for a

royalty fee. There are a number of collective societies in Canada and abroad. For a list of Canadian Collective Societies, visit: [cb-cda.ga.ca](http://cb-cda.ga.ca).

### **How to obtain permission?**

CCCB Publications publishes an array of documents for which copyrights are handled differently. Please refer to the section that interests you to learn more about its reproduction rights.

#### *Rituals*

Canadian rituals use the translations of the International Commission on English in the Liturgy (ICEL) approved by the Canadian Conference of Catholic Bishops. Canadian adaptations have been included in most rituals.

**Note to dioceses and parishes:** Ritual books are meant to enhance the dignity of our liturgies. For this reason, presiders should always have access to the ritual books when officiating, except in special circumstances, such as when a presider's book is prepared for celebrating a bilingual Mass. Dioceses and parishes may reproduce excerpts of rituals in worship aids prepared for special ceremonies provided they obtain the required authorization.

If you wish to reproduce excerpts of a ritual, please send us your request following the guidelines below. Our copyright officer will verify that the texts are in conformity, and will indicate if an additional permission from ICEL is required. For more information on ICEL, please visit: [icelweb.org](http://icelweb.org).

#### *Lectionaries*

The Canadian Lectionary uses the New Revised Standard Version (NRSV) of the Bible, the rights of which are owned by the National Council of Churches of Christ (NCCC) with Canadian adaptations. The CCCB retains the exclusive rights on the NRSV texts as used in the Canadian Lectionary, as well as to all adaptations made by the CCCB and approved by the NCCC. To reproduce excerpts from the Lectionary, please send your request following the guidelines below. Our copyright officer will assess your request and see if a contract ought to be drawn up between all parties. For more information on the NCCC, please visit: [ncccusa.org](http://ncccusa.org).

#### *Hymnals*

**Note to composers:** Liturgical music must be approved for use in the dioceses of Canada. Please refer to the Guidelines for Composers of Liturgical Music which outlines

the procedures for having any music approved:  
<http://nlo.cccb.ca/images/stories/composer-guide.pdf>.

- *Catholic Book of Worship III*

Although the Canadian Conference of Catholic Bishops (CCCB) publishes the *Catholic Book of Worship III (CBW III)* series and *Celebrate in Song*, it does not own every song reproduced in the hymnals. The CCCB obtained permission to reproduce the songs from each copyright owner, and in turn pays royalties every year for the use of their compositions. Consequently, the copyrights for most of the hymns remain with the original authors, composers or publishers. Only they, or an affiliated licensing agency, can grant permissions for reproduction.

However, the CCCB does own some of the songs reproduced in *CBW III*. You will find a [list of songs owned by the CCCB](#) on pages *vi* and *vii* of the *CBW III* choir or pew edition under “CCCB” and “Copyrights assigned to the Canadian Conference of Catholic Bishops.” Please note that in some instances, only the words or music, or part of the words or music, belong to CCCB's copyright. Please refer to the hymnal to see if other authors or composers own parts of the same song.

In order to know who owns the copyright for a song, check the copyright notice at the bottom of the song. If no notice is given, check pages *vi* and *vii* of the *CBW III* choir or pew edition.

You can acquire permission to reproduce the hymns in *Catholic Book of Worship III (CBW III)* through either the copyright owners (author/composer/publisher) or an affiliated licensing agency (e.g. [ONE LICENSE](#) or [CCLI](#)).

The Permissions Department of CCCB Publications can assist you in locating the copyright owners of the hymns you wish to reproduce. To do so, just e-mail a list of the song titles and numbers to [permissions@ccb.ca](mailto:permissions@ccb.ca).

For more information, please visit our [FAQ](#) on copyrights in *CBW III*.

- *Celebrate in Song*

The lyrics of the Mass Settings A, B and C are copyrighted by ICEL. Dioceses and parishes may reproduce them without charge on projectors, overheads, in pamphlets or bulletins, provided they acknowledge the source as per ICEL's Publications Policies (<http://www.icelweb.org/PubPolicy.PDF>). All other requests by publishers or for commercial usage should be forwarded directly to ICEL.

The music of the Mass Settings A, B and C is administered by the CCCB for non-commercial purposes. If you wish to reproduce this material, please contact CCCB's

Permissions Department at [permissions@cccb.ca](mailto:permissions@cccb.ca). For all commercial usage, please contact the composers directly.

Most of the hymns found in *Celebrate in Song* are administered by licensing agencies such as ONE LICENSE (<http://onelicense.net>) or CCLI ([www.ccli.com](http://www.ccli.com)). You will find a table of the hymns and their licensing representatives, as well as more information on copyrights in *Celebrate in Song* at the following link: ([https://esubmitit.sjpg.com/cccb/images/Previews/copyright\\_info\\_cis.pdf](https://esubmitit.sjpg.com/cccb/images/Previews/copyright_info_cis.pdf)).

- *Psalms for Sundays and Solemnities – New Revised Standard Version – Years A, B and C*

Because the Psalms in this collection are taken from the *Lectionary: Sundays and Solemnities*, they use the NRSV translation owned by the NCCC with Canadian adaptations. The CCCB retains the exclusive rights on the NRSV texts as used in the Canadian Lectionary, as well as to all adaptations made by the CCCB and approved by the NCCC. The CCCB also owns copyrights on all the music in this collection. To obtain permission to reproduce material from *Psalms for Sundays and Solemnities*, other than for reasonable and non-commercial use (by one parish or one institution), please contact the Permissions Department of CCCB Publications at [permissions@cccb.ca](mailto:permissions@cccb.ca).

#### *School programs*

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If you do not have a license agreement with Access Copyright or if you wish to use the material for commercial purposes, please send a request directly to the Permissions Department of CCCB Publications following the guidelines below.

#### *Vatican Documents*

The CCCB has exclusive rights in Canada on a number of Vatican documents. These titles include, but are not limited to the *Catechism of the Catholic Church* and the *Compendium of the Catechism of the Catholic Church*.

- *Catechism of the Catholic Church*

If you wish to reproduce excerpts from the *Catechism of the Catholic Church* in Canada, please send a copy of the material used to the Permissions Department of CCCB Publications to ensure the accuracy of the texts and to obtain the appropriate copyright



notice. CCCB Publications will waive any copyright or royalty fee for publications using less than five thousand (5,000) words of the *Catechism*.

If you foresee your publication being distributed outside Canada, you should contact the [Libreria Editrice Vaticana](http://www.vatican.va/roman_curia/library/libreria_editrice_vaticana/) directly. For more information on the Vatican's publications policy, please visit: [https://esubmitit.sjpg.com/cccb/images/Previews/nvpp\\_en.pdf](https://esubmitit.sjpg.com/cccb/images/Previews/nvpp_en.pdf).

#### *All other print documents*

For all other print documents, please send your request to CCCB Publications' copyright officer following the guidelines below.

### **Guidelines for obtaining permission**

All requests should be submitted in writing via email, fax, or regular mail at least 4 weeks before publication.

#### *Reprint rights*

When submitting a request for print material, please include:

- Title of your publication
- Author, publisher
- Date of publication
- Number of pages
- Print run
- Selling price (if any)
- Language
- Territory of distribution
- Colour or Black/White reproduction
  
- Title of CCCB's publication (book or article)
- ISBN number
- Pages where the excerpt can be found
- Number of pages or lines occupied by our material

Please submit any other information on your project, like the purpose of your publication, or if you plan on adapting any part of the material.

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To obtain permission to reproduce CCCB's material on your website or in electronic format, please include:

- Title of CCCB's publication (book or article)
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- Number of lines occupied by our material
  
- The address of your website
- The amount of time it will be posted on your website
- The format
- If it will be password protected
- In what section of your website the material will be posted
- If it will be downloadable or purchased online, and if so the price
- If you need electronic files from CCCB Publications

#### *Other rights*

To be granted any other rights, including mechanical and translation rights, please contact the CCCB Publications copyrights office.

#### *Permission fees and royalties*

Upon request, one-time, non-exclusive and free of charge permissions are granted to parishes, dioceses and non-profit organizations that distribute their publication without charge, provided they include the copyright acknowledgement and do not use the material for marketing or advertising.

If the publication is to be sold, a royalty fee is calculated based on the prorated share of material used, and a contract stipulating the terms of the usage is signed. Depending on the amount of material used, a flat fee may be charged.

Please note that in all cases, a fee is requested for the preparation and transfer of electronic files.

## FAQ's

- *Why do I need permission to reproduce songs that will be used at my church?*

You need permission to reproduce songs, even if they are to be used in a religious and non-commercial setting, because it's the law. Copyright laws exist to ensure that the authors and composers who provide great music for parishes are justly compensated for their work. By compensating these artists, you also encourage and support the creation and publication of new works in the future.

- *Do I need permission to reproduce hymns every time I make a booklet for a special occasion (e.g., weddings, funerals, retreats, etc.)?*

Yes. You need permission every time you produce copies of the songs. If your parish is contacting the copyright holder directly, and you foresee using a particular hymn on several occasions, you may want to ask permission to use the song over an extended period (e.g., four months to cover the wedding season, one year for funerals, two months for Lent or Advent, etc.).

If you already have a license, verify that it covers these events. Then report the usage of the hymns as indicated in your license.

- *My parish bought the Catholic Book of Worship III pew edition for all the parishioners at my church. Does this grant us permission to reprint hymns in a booklet or on an overhead?*

No. Purchasing numerous copies of a hymnal doesn't automatically grant you permission to reproduce songs in another format. If you want to reproduce a song on the overhead or in a booklet, you need permission from the copyright holder or an affiliated licensing agency.

- *Is the Bible copyrighted?*

The different translations of the Bible are copyrighted, although some translations are now in the public domain. When reproducing excerpts from a Bible, identify the version you are using and visit the publisher's website. In some cases, the copyright owner of the translation will allow people to reproduce up to 500 verses without a written permission.

- *Are prayers copyrighted?*

Prayers certainly represent a grey area in copyright law. People copy prayers in booklets, on their website, in chain letters, emails, without asking permission or

acknowledging any source. Often people believe that it is the purpose of a prayer to be shared. Even if some traditional prayers are in the public domain, or some authors of prayers wave their rights to be recognized as the author, new prayers and translations are still copyrighted. The wide diffusion and the lack of acknowledgment make it sometimes challenging to locate the copyright owners of prayers. However, when reproducing a prayer, you should make every effort to retrace the copyright owner or the source and request permission if necessary.

- *If a book is out of print, can we reproduce it?*

Although a book is out of print, it does not mean it is in the public domain. You still need permission from the copyright owner to reproduce it. Copyrights to out of print books often revert back to the authors. If you do not have their contact information, you should contact the publisher.

## Useful contacts

### *Permissions – CCCB Publications*

2500 Don Reid Drive  
Ottawa, ON K1H 2J2  
Tel: 613-241-9461 x 118  
Fax: 613-241-9048  
Web: [cccbpublications.ca](http://cccbpublications.ca)  
Email: [permissions@cccb.ca](mailto:permissions@cccb.ca)

### *ICEL*

1100 Connecticut Ave., NW, Suite 710  
Washington, DC 20036-4101  
Tel: 202-347-0800  
Fax: 202-347-1839  
Web: [icelweb.org](http://icelweb.org)  
Email: [ICEL@eLiturgy.org](mailto:ICEL@eLiturgy.org)  
Email: [permission@eliturgy.org](mailto:permission@eliturgy.org)

### *ONE LICENSE*

7343 S. Mason Ave.  
Chicago, IL 60638  
Tel: 1-800-ONE-1501 (1-800-663-1501)  
Fax: 708-458-4940  
Web: [onelicense.net](http://onelicense.net)

### *CCLI*

17205 SE Mill Plain Blvd, Suite 150  
Vancouver, WA 98683  
Tel.: 360-553-7500  
Fax: 360-553-7204  
Web: <https://us.ccli.com>

### *NRSV*

NRSV Copyright Manager  
Riggins International Rights Services, Inc.  
3923 28th Street SE #352  
Grand Rapids, MI 49512  
Tel.: 941-621-6085  
Web: <http://nrsvbibles.org/index.php/licensing/>  
Email: [NRSVcopyright@rigginsrights.com](mailto:NRSVcopyright@rigginsrights.com)

## Resources

Access Copyright ([accesscopyright.ca](http://accesscopyright.ca))

Canadian Conference of Catholic Bishops – Rights and Permissions  
(<https://esubmitit.sjpg.com/cccb/index.aspx?component=RightsAndPermissions>)

Canadian Heritage – Copyright Policy Branch  
(<http://canada.pch.gc.ca/eng/1454690928362>)

CIPO: Canadian Intellectual Property Office ([cipo.ic.gc.ca](http://cipo.ic.gc.ca))

CMRRA: The Canadian Musical Reproduction Rights Agency Ltd. ([cmrra.ca](http://cmrra.ca))

Copyright Board of Canada ([cb-cda.gc.ca](http://cb-cda.gc.ca))

Department of Justice Canada ([laws.justice.gc.ca](http://laws.justice.gc.ca))

SOCAN: Society of Composers, Authors and Music Publishers of Canada ([socan.ca](http://socan.ca))

SODRAC: Society for reproduction rights of authors, composers and publishers in Canada ([sodrac.ca](http://sodrac.ca))

WIPO: World Intellectual Property Organization ([wipo.int](http://wipo.int))

*This policy has been most recently updated on March 2017.*