



Document

Copyright Agreement and Guidance Notes For those submitting materials for publication

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A Copyright Agreement and Guidance Notes.

Summary

This document is the copyright agreement which must be signed by all the originators or authors submitting material for publication on Solomon; without which publication will not be approved.

Keywords

Originators, Authors, Copyright, Agreement, Guide

Copyright agreement and Guidance notes for those submitting materials for publication

United Grand Lodge of England (UGLE) wishes to take all reasonable steps to respect the intellectual property rights of all parties associated with works published on its Repository of Learning Materials (Solomon). Those who contribute materials are asked to assist by returning a signed Agreement for each item submitted for publication.

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5. Where a Contributor cannot identify the Owner of a Work, and therefore cannot secure their permission, the Contributor is asked to enter option c as the answer to clause 2 of the Copyright Agreement.
6. If an author has drawn on and quotes from the work of other authors in creating the Work, it is expected that the relevant material be clearly attributed to the original author and a reference to the original published work be included in the text of the item.
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8. For each Work that has not been published elsewhere, the Contributor is asked to enter NPP (for Not Previously Published). See Clause 4 of the Copyright Agreement.
9. For each Work that has been published elsewhere in whole or in part, the Contributor is asked to enter PP (for Previously Published) in the Agreement and to identify the publication and publisher wherever possible. See Clause 4 of the Copyright Agreement. In such cases UGLE will seek the publisher's consent to use the material.
10. All completed Agreements, including the Contributor's signature, should be sent to the Content Manager Administrator.

End of guidance notes

United Grand Lodge of England - Learning & Development Programme Copyright Agreement

Please read the attached guidance notes before completing this document

1	Name	
2	Postal address including postcode	
3	email address	
4	Are you the	Author? Y?N Owner? Y?N
5	Are you an agent? Clause 1.	
6	Contributing organisation (where appropriate)	
7	Title of Work	
8	Name of author if known	
9	Answer to clause 2. (a. b. or c)	
10	Answer to clause 3. Is more that 10% of the text attributable to a third party?	
11	If the answer to clause 3 is yes give details. (use space at the bottom of this agreement if necessary)	
12	Answer to clause 4 (PP or NPP)	
13	If answer to clause 4 is PP give details (use space at the bottom of this agreement if necessary.)	
14	Source ID (assigned by UGLE)	

1. If the Contributor is not the sole Owner, he declares that he is acting as an Agent on behalf of the person(s) named above and with their permission.
2. The Contributor declares that **either**:
 - a. He is the sole Owner of all copyrights in the Work, **or**
 - b. He has the permission of the Owner(s) of all copyrights to submit the Work for publication (*if possible, the Contributor is asked to submit copies of the permissions with the Work*), **or**
 - c. He has endeavoured to identify the author(s) and / or Owner(s) of all copyrights in the Work but has been unable to do so.
3. The Contributor declares that he has the authority to enter into this Agreement and that this Agreement does not knowingly infringe the rights of any third party. (*If owns any image in the Work, or if more than 10% of the text of the Work was written by a third party, the Contributor is asked to submit full details, including the contact details of the third party in the box above or the Notes section of the Schedule*).
4. The Contributor declares that as far as can be ascertained the Work has not been previously published (NPP) elsewhere in whole or in part and that no agreement to publish the Work or any part or version thereof is outstanding. (*If the Work contains any material that has been previously published (PP) elsewhere, the Contributor is asked to submit, where possible, details such as the date(s) published, the title(s) of the publication(s) or URL of the website(s), the name(s) of the publisher(s) and the contact details of the publisher*).
5. The Contributor declares that, to the best of his knowledge, the Work contains no matter which is libellous or is otherwise unlawful or which invades individual privacy or infringes any proprietary right.
6. The Contributor hereby grants to United Grand Lodge of England a non-exclusive, worldwide licence to publish the Work, including written material, images and designs, in the UGLE Repository of Learning Materials (Solomon).
7. The Contributor waives his rights to royalties or other payments made in relation to publication of the Work by UGLE in its Repository of Learning Materials.
8. UGLE retains the right to translate, edit or reformat the Work.
9. UGLE retains the right to not publish or to withdraw from publication the Work at any time at its sole discretion. In consideration for the Contributor entering into this Agreement, at all times that UGLE publishes the Work UGLE undertakes to acknowledge the author(s) / Owner(s) of the copyright and the Contributor based on the information provided herein.

Contributor's signature	
Date	

UGLE use only	
Date received	
Source ID number(s) assigned	
Date published	
URL of published work	

Extra notes

End of Agreement