

St. Maximilian Kolbe Church
Liberty Township OH
Reproduction & Distribution of Copyrighted Material

Many published works are protected by the national and international copyright laws, which are intended to ensure that composers, text writers, publishers, and their employees receive a fair return for their work. Churches and other institutions have a legal and moral obligation to seek proper permissions and to pay for reprinting of published works when required, even if copies are intended only for the use of the congregation.

-U.S.C.C.B., *Sing to the Lord*, #105

The illegal reproduction and distribution of copyrighted materials (recordings, sheet music, published books or articles, artwork, etc.) is not only against the civil law of the United States, but fundamentally at odds with Gospel values of fairness and just compensation for labor.

Therefore, in accordance with the Gospel and the teachings of the U.S. Bishops, it is the policy of St. Maximilian Kolbe Parish that:

- No illegally copied sheet music may be used for parish related activities or stored on parish property.
- All music reprinted for congregational use will include proper copyright acknowledgements and be reprinted with permission under proper licenses.
- No recorded music shall be duplicated, even for personal use, unless such duplication conforms with legal requirements and permissions are sought.
- Texts from books, articles, etc. may not be reproduced or photocopied unless such duplication conforms with legal requirements and copyright notice is provided.
- Artwork obtained from the internet or other sources will be used only with the artist's permission and acknowledged properly.
- Video recordings of liturgies or events including copyrighted music will not be distributed without proper permissions and licenses.

To facilitate adherence to this policy, the parish will:

- Provide an appropriate budget for the purchase of necessary music, texts, and artwork for parish liturgies, activities, ministries, and events.
- Purchase licenses for the reproduction of copyrighted texts from major publishers of liturgical music and comply with the requirements for use of such licenses.
- Make this policy clear to ministry leaders and seek answers to questions of acceptable use.

Some examples of acceptable use include:

- Copying purchased, legal material for the use of the owner in a different format (i.e. to avoid page turns, to simplify transportation, etc.)
- Copying texts and music found in the public domain.

Ministry Leader Handbook

- Emergency copying to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.
- For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole, which would constitute a performable unit. The number of copies shall not exceed one copy per pupil.

Failure to comply with this policy may lead to a ministry or activity losing its sponsorship by the parish and the inability to use parish owned

Illegally photocopied materials of any kind should be removed from parish property as soon as possible and destroyed or recycled appropriately.