

Guidance for New Rules on Group Registration of Newspapers

Final Rule takes effect on March 1, 2018.

In order to qualify for group registration for newspapers:

- Issues must be newspapers (periodicals mainly designed to be a primary source of written information on current events, either local, national, or international in scope).
- Each issue must:
 - Be an all-new collective work not previously published;
 - Be fixed and distributed as a discrete, self-contained collective work;
 - Have a claim that is limited to the collective work;
 - Be a work made for hire; and
 - Have the same person or organization as the author and claimant.
- All issues in the group must be published under the same continuing title, within the same calendar month, and with issue dates within that month.
- The application, filing fee, and deposit files must be received by the Copyright Office within 3 months after the publication of the earliest issue in the group.
- Issues must be submitted electronically; however, registrants may submit microfilm copies until December 31, 2019.
 - **Note:** Where submitted digital deposits are defective, the Register may use the microfilm deposits to cure the defective digital deposits. The Register will alert filers as to whether the PDFs worked or if the Copyright Office had to use the microfilm.
- **Note:** The submission of digital deposits with respect to group registrations of newspapers will satisfy the mandatory deposit requirement.

Steps for applying for group registration:

- Go to eCO, sign in, and follow the steps provided by eCO to register.
- At the page where you are instructed to pay a filing fee and submit the application, there will be a button that will take you to a page allowing you to electronically submit content and pay the filing fee at the same time.
- This page will give you instructions on how to upload the electronic files, which include the following requirements:
 - The files must be in Portable Document Format (PDF).
 - Each issue must be contained in a separate electronic file.
 - They must be uploaded as individual electronic files, not .zip files.
 - They must be viewable and searchable, contain embedded fonts, and be free from any access restrictions.
 - The file size for each uploaded file must not exceed 500 megabytes, but may be compressed to comply with the size restriction.
 - The files must also comply with specific nomenclature instructions for identifying the files.
- The applicant must also identify the earliest and latest date the issues were published.
- The applicant must submit one complete copy of the final edition of each issue published in the calendar month, but may also include earlier editions published on the same date or local editions published in the same metropolitan area.