



## Guidelines - *Books*

**We receive money for certain works and pay the writers of those works.**

We collect money for books, and contributions to books (chapters, essays, poems, short stories) from two main sources:

- Digital reproduction, photocopying and scanning in the UK and overseas from the Copyright Licensing Agency (CLA income).
- Overseas Public Lending Right (PLR) schemes.

### **CLA income**

When the CLA have calculated the payments due to each work, they tell us which books are owed money when they make the payment to us. We add these payments to our database, along with any information about the books we don't already have.



### **Overseas Public Lending Right (PLR)**

Overseas PLR schemes generally do not operate in the same way as UK PLR. In fact, nor do the majority of overseas schemes work in the same way as each other.

For example: German PLR payments are based on information about the author's name (rather than the book titles that are borrowed) and French PLR payments are based on a system that monitors which books the libraries are buying.

The country that we receive income from determines the information that we receive (again using Germany as an example, we are told the authors' names, not the books that have been borrowed) so we allocate this income accordingly.

### **Tell us what you've *written***

Please let us know about any books or contributions to books that fit the following criteria:

- UK published works with an ISBN.
- Any chapters, essays, short stories or poems that have been published in an anthology, with an ISBN.

## Valid contribution types

Valid contributors include authors (including authors of chapters, short stories, essays and poems), editors, translators and adaptors.

## Restrictions

The following publication types are not eligible for payment:

- Maps and charts.
- Printed music.

In addition:

- You must either own the copyright to the work you are adding, or have an agreement in place with your publisher to receive fees from ALCS\*.
- Works by staff writers are not eligible.
- Works by series editors or general editors are not eligible.
- Individual works that have been stipulated as 'photocopyable' are not eligible.
- Works that are only available print on demand or are not available for general sale may require additional evidence to support your application.

\* If you are unsure about the copyright position of your work, or know that you don't own the copyright, please check either your contract or with your publisher that you are entitled to receive ALCS income.

What you should tell us about	Restrictions
✓ UK published works with an ISBN	✗ No staff writers
✓ Chapters, essays, short stories or poems published in an anthology with an ISBN	✗ No printed music
✓ Author, editor, translation and adaptor contributions	✗ You must own the copyright or have an agreement with your publisher
	✗ No maps and charts
	✗ No series or general editors
	✗ Some workbooks aren't eligible
	✗ No works that are classified as 'photocopyable'

## How to tell us about your works

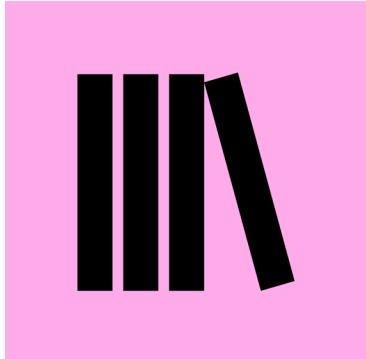
Tell us about your published works using your ALCS online account: [alcs.co.uk/login](https://alcs.co.uk/login)

The site will guide you as to which bits of information you need to add. Some is mandatory (and will have \* next to it); some is supplementary information.

Please don't send us emails or attachments with lists of your works in. We unfortunately do not have the resources to add these to members' accounts ourselves. To make sure they're added, please use the ALCS website to enter the works to your account.

## Check your account

You're the person that knows your work the best, so for this reason we ask that members check their accounts before a distribution to make sure that we've got everything right, and that none of your works are missing. If there are any mistakes, please rectify them where you're able to, and where you're not, let us know.



We add works to our members' accounts as well as asking you to. We don't always get this 100% right – if you have the same name as another author writing in the same field, then mix-ups can unfortunately happen, so please do check to ensure the works that have been added to your account are all accurate.

## Deadlines

Make sure you check your works in your online account before each distribution and tell us about any new ones that you have written. There is no time limit on adding books, other than ensuring that your account is up to date before each distribution.

## When you are likely to receive a payment?

If we have contacted you and invited you to join ALCS, it will be because we have already collected some money for the use of your works, in which case you will be paid in the subsequent distribution to your joining, in either September or March.

Authors and contributors to books will receive general payments\*\* from ALCS in each March distribution.

We aim to distribute the individual payments we receive for our members within a ten-month timeframe. It should be noted that the average age of a book 'used' under the CLA scheme is seven years, so it is unlikely (though not impossible) that books that have just been published will generate you any ALCS income for a number of years.

\*\*General payments

General payments are payments that we receive from other collecting societies around the world for the use of UK authors' work in their countries. They are termed 'general payments' because we aren't given sufficient information about which authors' works have been used, or information about the titles for those works, to make individual payments.

Because we don't have enough information to establish who is owed money, we follow our distribution rules and pay all eligible Members a share of this income.