

CCCB PUBLICATIONS

Rights and Permissions Policy

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CCCB Publications

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1. 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.

2. What is Copyright?

Copyright literally means the “right to copy,” and similar to its French counterpart, “*le droit d’auteur*,” it also encompasses several other rights exclusive to the author, including moral rights. The Canadian [Copyright Act](#) defines copyright in works as the “sole right to produce or reproduce the work or any substantial part thereof in any material form whatsoever.” This right also includes the exclusive ability to translate a work. Copyright serves to preserve the integrity of a work and ensures that artists, authors, and composers have the means to sustain their creative endeavors.

2.1 Works protected by copyright

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

1. “Literary works” include various translations of the Bible, as well as prayers and any other liturgical texts.
2. “Musical works” may be protected by multiple copyrights for the lyrics, the music, the recording and the publishing.
3. “Artistic works” such as paintings, photographs, sculptures, and even architecture are also protected by copyright. If you wish to reproduce the picture of a sculpture, you will most likely need to obtain permission from the artist of the sculpture as well as from the photographer of the picture.

2.2 Duration of copyright protection

In general, in Canada, copyright protection subsists for the duration of the life of the author, and a period of 70 years¹ after their death.

¹ The term of copyright in Canada has been extended on December 31st, 2022 from 50 to 70 years. The works that were already in the public domain prior to December 31st, 2022 are not affected by this change.

2.3 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 following purposes:

1. Research, private study, education, parody or satire;
2. Criticism and review, provided the source is properly acknowledged;
3. 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), or the copyright resource person of your establishment.

2.4 Public Domain

Public domain is the state of a work after the expiration of copyright protection (in Canada, now 70 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.

2.5 Moral rights

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

2.6 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.

2.7 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.

2.8 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.gc.ca.

3. 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.

3.1 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. We 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.

3.2 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. We 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: nationalcouncilofchurches.us.

3.3 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.

- *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 CBW III through either the copyright owners (author/composer/publisher) or an affiliated licensing agency (e.g. [ONE LICENSE](#)).

CCCB Publications can assist you in locating the copyright owners of the hymns you wish to reproduce. To do so, just email a list of the song titles and numbers to permissions@cccb.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 permissions@cccb.ca. For all commercial usage, please contact the composers directly.

The hymns found in *Celebrate in Song* are administered by [ONE LICENSE](#).

- *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 or administers 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 CCCB Publications at permissions@cccb.ca.

3.4 School programs

CCCB Publications is an affiliated publisher of Access Copyright. Any schoolboard, individual school, or other organization that wishes to reproduce CCCB's material over what is permissible by fair dealing may do so under the terms of Access Copyright's licence. If you wish to know more about Access Copyright and its services, please visit: accesscopyright.ca.

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 CCCB Publications following the guidelines below.

3.5 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 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) directly. Click [here](#) for more information on the Vatican's publications policy.

3.6 All other print documents

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

4. Guidelines for obtaining permission

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

4.1 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 CCCB's 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.

4.2 Electronic rights

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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- Pages where the excerpt can be found
- 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

4.3 Other rights

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

5. 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.

6. FAQ's

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

Reproducing songs protected by copyright requires permission due to legal and ethical reasons. Here are some key reasons why permission is necessary:

1. **Copyright Protection:** Songs, like other creative works, are protected by copyright laws. The copyright owner (usually the songwriter, composer, or music publisher) has the exclusive right to control how their work is used, reproduced, and distributed.
2. **Legality:** Unauthorized reproduction of copyrighted songs can lead to legal issues, including potential fines and penalties for copyright infringement.
3. **Respecting the Creative Process:** Obtaining permission shows respect for the creative process and the hard work that goes into crafting songs. It encourages a culture of creativity and protection of artists' rights.

In religious settings, such as a church, the need for permission still applies. While some religious songs might be in the public domain or have specific licenses that allow their use in worship settings, many contemporary songs and hymns are protected by copyright. It's important to be mindful of copyright laws and obtain the necessary permissions to ensure that artists' rights are protected, and the usage is lawful and respectful.

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 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 indeed represent a grey area in copyright law. People often copy prayers in booklets, on their websites, in chain letters, and emails without asking for permission or acknowledging the source. Many believe that prayers are meant to be shared. While some traditional prayers might be in the public domain, and certain authors of prayers may waive their rights to be recognized, new prayers and translations are still subject to copyright protection.

The widespread dissemination of prayers and the lack of acknowledgment can sometimes make it challenging to identify the copyright owners. However, when reproducing a prayer, it is essential to make every effort to trace 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 of out of print books often revert back to the authors. If you do not have their contact information, you should contact the publisher.

7. Useful contacts

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Chicago, IL 60638
Tel: 1-800-ONE-1501 (1-800-663-1501)
Fax: 708-458-4940
Web: onelicense.net

ICEL

1100 Connecticut Ave., NW, Suite 710
Washington, DC 20036-4101
Tel: 202-347-0800
Fax: 202-347-1839
Web: icelweb.org
Email: permission@eliturgy.org

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

8. Resources

Access Copyright (accesscopyright.ca)

Canadian Conference of Catholic Bishops – Rights and Permissions (<https://cccb.stjoseph.com/Resources/RightsAndPermissions>)

Canadian Heritage – Copyright Policy Branch (<https://www.canada.ca/en/canadian-heritage/services/copyright-policy-branch.html>)

CIPO: Canadian Intellectual Property Office (cipo.ic.gc.ca)

CMRRA: The Canadian Musical Reproduction Rights Agency Ltd. (cmrra.ca)

Copyright Board of Canada (cb-cda.gc.ca)

Department of Justice Canada (laws-lois.justice.gc.ca)

SOCAN: Society of Composers, Authors and Music Publishers of Canada (socan.com)

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

WIPO: World Intellectual Property Organization (wipo.int)