

General Rules for All Licensing
www.alfred-uk.com

We can only grant licenses for those titles that are under our control. It is the sole responsibility of those wishing to use a musical composition to obtain the relevant clearance from the appropriate party(ies) for titles that are not under our control or for the remaining shares to a title that we do not control fully. We will always inform you of the amount of shares that we control for any title we grant a license for (if less than 100%) and it is only that stated amount that we are granting permission for.

There are a number of titles that we control in some territories but have no control in other territories. Often this is due to pre-existing agreements with different publishers to license for that specific territory and that pre-existing agreement would supersede our print rights to that title. If you have any titles that you are unsure of who to contact for then you can send over a query email to permissions@alfreduk.com and we will do our best to supply the correct contact details for you.

All of our licenses are subject to a clause known as MFN (Most Favoured Nations). This ensures that the highest license fee is paid to all publishers involved in a publication. If we have granted you with an offer that is a lower rate than that of any publisher who is involved in the same publication then you are contractually obliged to inform us of that increased rate and we will automatically apply that higher rate.

We will aim to respond to your request within 45 days. Some requests will take longer to clear due to the fact that we often have to wait for client response. Some requests will also be delayed due to the fact that we have to wait for confirmation of our claim to the requested title by the relevant original copyright holders (most often being EMI). Wherever possible, we will notify you of any delay that may occur in processing your request.

Arrangement Licenses:

- An Arrangement license grants permission to writers or organisations who wish to create an adaptation of an original composition for a specific instrument or for an organisation to perform without wishing to resell that arrangement.
- John Williams is a client of ours who will not accept any arrangements of his works in any format, whoever the licensee may be.
- A number of our clients require a PDF copy of the arrangement to be sent to them before they will allow us to approve/deny an arrangement request. These include: Howard Shore, Diane Warren, Joni Mitchell, The Rolling Stones, Sam Cooke, James Newton Howard, Hans Zimmer, Leroy Anderson, Elmer Bernstein, Garth Brooks. When you submit your online request please then send over a PDF of the arrangement to: permissions@alfreduk.com. We will be in touch with you if the title that you have requested needs client approval and we have not received your arrangement.

Sub-Out Licenses:

- A Sub-Out license (3rd Party Print) is the most commonly requested type of license. It grants permission to licensees who wish to include an original composition or an arrangement in a commercial publication (folio, magazine, educational textbook, digital download, etc.)
- If the requested publication is to be described as 'educational' can you please specify in your online form what makes this publication fall under the description of educational.
- We will need all relevant details when it comes to licensing a folio (i.e. print run, price, number of copyrighted titles, etc) but occasionally some clients wish to see more information than others. For example, ABKCO (The Rolling Stones, Sam Cooke, etc) titles will need to be

submitted along with a copy of the complete contents list for that publication. If you are requesting an ABKCO title you will need to submit your online form and then send over the complete contents list to permissions@alfreduk.com.

- We will be in touch with you if our client requires more information before approving/denying your request.
- Please note that it is company policy that we will not issue a license for digital rights to any unsecure digital media.

Print Licenses:

- A Print license grants permission to an author/publisher for the use of original lyrics or musical examples in a publication (i.e. books, periodicals, etc.)
- Often we will have to send off this permission request to our client for approval and therefore we will need to send a copy of the actual usage page along with the request. Once you have submitted your online form please send over the page in context (along with the previous page and the following page) to permissions@alfreduk.com.

Photocopy & Copyright Waiver Licenses:

- A Photocopy license will grant you the permission to make a certain number of copies of an 'out-of-print' piece of music. It is against company policy to allow the photocopying of pieces that are still available for sale.
- Sometimes we find it difficult to track down the original 'out-of-print' music. In these cases we will ask you to send in your copy of the music for verification purposes. If it turns out to be one of our copyrighted titles then we will either issue you with official copies or return your copy to you along with a photocopy license.
- Banks Music Publications hold a large archive library of our Choral pieces and can issue official copies on our behalf for Choral pieces. Please see 'Useful information' below for their contact details.
- A Copyright Waiver will grant you the required permission to go to your local library and photocopy a copyrighted piece of work that they have in their possession. Libraries will not allow you to photocopy copyrighted works without being presented with a Copyright Waiver from the relevant copyright holders.

The following types of requests can only be granted for Alfred 'wholly owned' titles:

By 'wholly owned' we are referring to those titles that we control all rights to, not just the print rights. For those catalogues that we control 'wholly' please see "Catalogues under Alfred control" for those marked with asterisks.

To gain contact details for original copyright holders of those catalogues that we do not control 'wholly' please see "Useful Information" below or our F.A.Q.s.

Mechanical Licenses:

- A Mechanical license grants permission for an audio recording of a copyrighted composition to be put onto a tape, CD, or any other digital download format.
- The original copyright holder will need to be contacted for Mechanical licenses that we cannot issue. For example, we control the print rights to "Over the Rainbow" (Arlen & Harburg) but all other rights are still held with MGM & EMI and therefore you would need to contact EMI to secure any rights other than print.

Synchronisation Licenses:

- A Synchronisation license grants permission for a video recording of a copyrighted composition to be put onto a video tape, DVD or any other digital download format.
- The original copyright holder will need to be contacted for all Synchronisation licenses that we cannot issue.

Broadcast Licenses:

- A Broadcast license grants permission for a recorded performance to be broadcast on Television, Film or Radio.
- The original copyright holder will need to be contacted for those licenses that we cannot issue. However, these types of licenses are normally handled by the relevant Performing Rights Society in the requested territory, who will then distribute the license fee to the original copyright holders.

Performance Licenses:

- A Performance license grants permission for a public performance to be made of a copyrighted piece of work.
- This type of license is normally handled by the relevant Performing Rights Society in the requested territory, however, when it comes to performances of 'Alfred' titles we would prefer to deal with these license requests ourselves, as do many other publishers. We will inform the Alfred composer (or the relevant representative for the composer/author) of the request and allow them to voice their objections if they do not wish their piece of music to be performed in the requested way.
- It is irrelevant if the performance is a paid-for performance or not, all performances in public of copyrighted works will need to be cleared via the adequate publisher/society.

Useful information:

rental@alfred.com – Please contact in order to hire/rent any Alfred orchestral pieces.

www.prsformusic.com / Tel: +44 (0) 20 7580 5544 – PRS for Music (combined alliance with the UK's Performing Rights Society and the Mechanical Copyright Protection Society – MCPS)

www.ccli.com/Global.aspx - Christian Copyright Licensing International (CCLI) provides copyright licenses and resources to churches, schools, etc.

www.mpaonline.org.uk – Music Publishers Association (UK) – provides Publisher contact information as well as useful information regarding copyright and music publishing.

banksmusic@tiscali.co.uk / Tel: +44 (0) 16 5362 8545 – Banks Music Publications – provides official photocopies of our Choral archive catalogue.