

Public (PLR) and Educational Lending Rights (ELR) Instructions for completing the Title Claim for Publisher form

How to register with Lending Rights?

- through [Lending Rights Online \(LRO\)](http://www.lendingrights.arts.gov.au/) available at www.lendingrights.arts.gov.au/ or
- by completing forms available from www.arts.gov.au/funding-and-support/lending-rights.

Publisher payment

A payment is only made to a publisher for an eligible book when an eligible creator is receiving a payment.

Hints for completing questions:

Question 1: If you have not registered with Lending Rights, you must complete a **Publisher's Registration form** to accompany this form.

Question 2: Write your publisher name in the space provided.

For Self-Publishers only: If you have self-published your book, you will also need to register as the creator and submit a 'Title Claim for Creator' form for each title.

Question 3: Provide the full title of the book. A separate form must be used for each book you are claiming.

Question 4: For each book format that you claim, provide the ISBN. The reference to 'book format' means print book, ebook, audiobook and etc. A standard ISBN is 13 digits.

Question 5: Indicate whether you have claimed for another edition of this book title. Your most recent payment advice will include the Book Reference Number (BRN). Please include the BRN, if known.

Question 6: List all creator(s) name(s) that are entitled to receive royalties for this title.

Division of royalties: List how the royalties are divided between the creators. Royalties must add up to 100% between creators only, for the purposes of Lending Rights.

For example: If there is a sole creator for a book and their royalty is 5% you should list their **proportion** of the royalties on the form as '100%' for the purposes of Lending Rights. Alternatively, if there are two creators who each receive an equal royalty rate for a book, list each creator's proportion of the royalties as '50%'.

Self-publishers who are sole creators should answer '100%'.

Self-publishers who are paying royalties to other creators should list all parties receiving royalties and indicate the percentage of royalties paid to each creator, as per the example above

Question 7: Where an aspect of the process has been contracted out to another company, please indicate the name of the company who undertook the publishing work and the place in which the company is located.

Self publishers, if no other party was involved in a specific publishing functions, please put 'self'. If you answer 'self', please enter your own town or city of residence as the 'place'.

Question 8: Complete your details and carefully read the declaration section of the form before signing it. You may be asked to provide documentary support for this title claim.

Further information on Lending Rights is available on the website.

Email: lendingrights@arts.gov.au

Postal address: GPO Box 3241 Canberra ACT 2601 Australia

T: 1800 672 842

www.arts.gov.au/funding-and-support/lending-rights