Silvermouse for production paperwork

Independent production companies: Contributors form

The Contributors form is an essential part of the BBC Programme as Broadcast (PasB) or Programme as Completed (PasC) paperwork, which is the only official record of a programme or content. The Contributors form is used to report all contributions both on- and off- screen.

The Contributors form is used to pay residual or royalty payments to contributors when content is repeated, sold or used as an extract, so it is critical that the reporting is detailed and accurate. An incomplete or inaccurate Contributors form may prevent the BBC from exploiting the content in the future.

Please note: The data in this helpcard is for training purposes only. Please click in the Table of Contents below to navigate to a specific section quickly.

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The Contributors form contains information about all the contributors, both on- and off-screen, so they should be included even if they are Out of Vision (OOV) or edited out of the final programme or content. This includes people who:

- had a contract agreed and issued
- signed a release form
- were cleared for use by a legal representative as a contract was not required
- have a contract, but were edited out of the final programme or content; this is essential so that all contracts can be reconciled

Contributors can be announcers, interviewees, narrators, presenters, reporters, experts, guests, performers, musicians, musical fixers, dancers, choreographers, puppeteers, variety artists, or stunt performers/arrangers.

The audience-facing contributor data comes from the Programme Descriptions form, not the Contributors form. You can pull data into it from the Contributors form, but always check spelling and punctuation and add honorary titles by editing the Billed Name before submitting the Programme Descriptions form for publication.

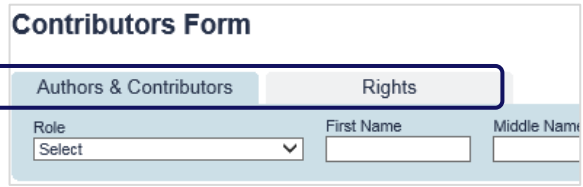
It is important to consider data protection when entering information into Silvermouse, especially when using free text fields. **No personal or financial information** should be included.

Remember, the purpose of the Contributors form in Silvermouse is to report on the contributors used in the creation of the content, providing the details of their contract or identifying some other form of contract clearance.

All the contracting should be completed earlier in the production process.

Add Contributors

Adding contributors to the form is a two stage process:

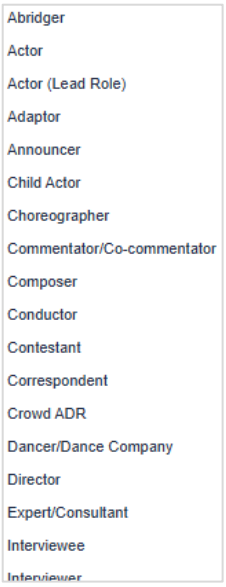


- **Authors & Contributors** tab
  Search for and select an existing contributor. If the contributor does not exist in the Silvermouse database, manually enter them as a new entry
- **Rights** tab
  Once a contributor has been added to the form, their associated rights must also be completed

Search for a contributor

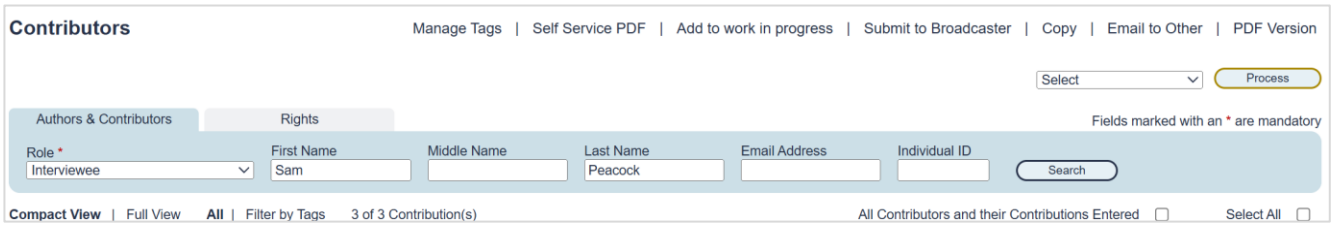
Contributors must be searched for in the Silvermouse database before they are created as a new entry.

To search for a contributor:



- In the **Authors & Contributors** tab, from the **Role** drop down list, select the role the contributor performed for your content. This is a mandatory field as the search will not perform until a role has been selected. Although this does not form part of the search criteria, the data is held for later use
- In the **First Name** box, type the contributor's first name
- In the **Middle name** box, type the contributor's middle name, if required
- In the **Last Name** box, type the contributor's last name
- The **Email Address** field is a legacy field and should not be used
- In the **Individual ID** box, type the Silvermouse ID for the contributor
- Click on **Search**

Apart from Role, at least one other field must be completed for the search to operate.

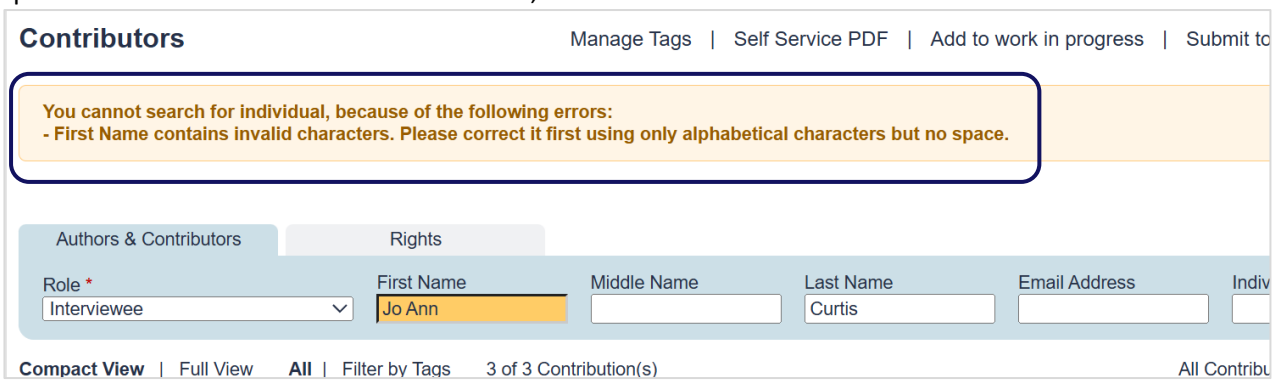


If the person is a regular contributor, it might be easier to search on their Individual ID, if known.

To search for a group, please refer to the **Group names** section of this helpcard.

Tips when searching contributors

- The Search is not case-sensitive
- When a name is included in the Middle Name box, the Silvermouse search results will only return a person where they have a space between their first and middle name, and will exclude anyone that has a hyphen between the first and second name. For example, if Jamie was entered as a First Name, and Lee as a Middle Name in the search, the results would return Jamie Lee Curtis, but would not return Jamie-Lee Curtis
- Double-barrelled names must be entered with a hyphen between words, for example Drake-Smith. If a space or number is used within a Name field, the search will not run:

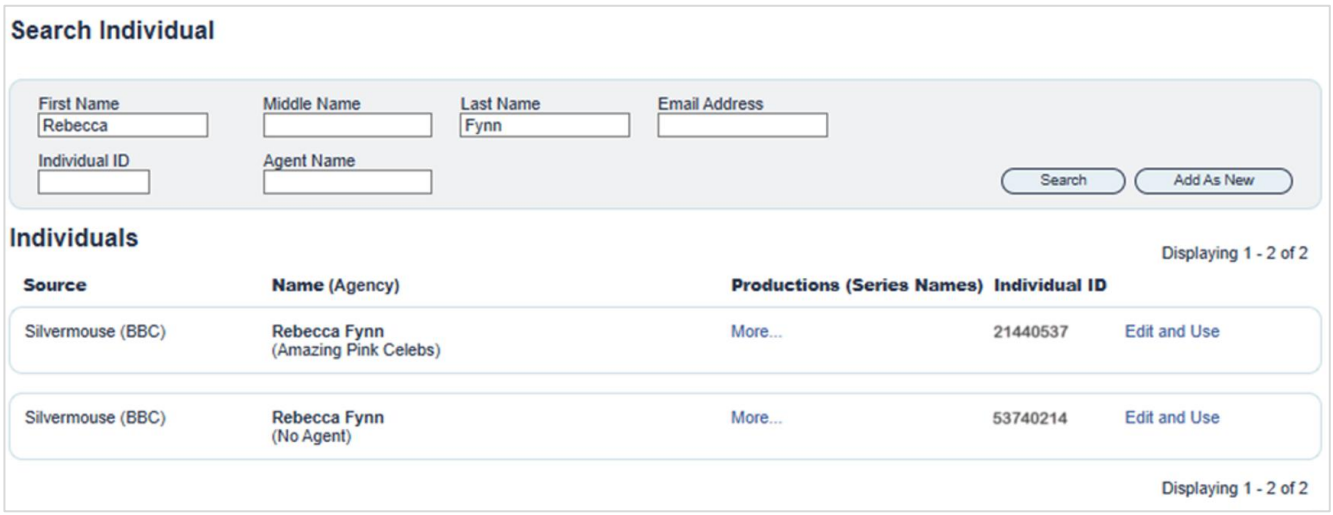


- Apostrophes should be used where appropriate, e.g. O'Reilly

- The search will not run if any characters other than letters, apostrophes or hyphens are used
- To search for a group, please refer to the **Work with group names** section of this helpcard for examples of how group names might've been entered

Contributor search results

Any results will be displayed in a new window:



If the contributor is displayed in the search results, the following fields may also be displayed;

- **Agency**
- **Productions** – click on **More...** to view these
- **Individual ID** – the contributors unique identity in the Silvermouse database



To use a contributor from the search results:

➡ Click on **Edit and Use**

If your contributor is not displayed in the search results, consider whether you need to amend your search criteria, for example a misspelling.

If you are still unable to locate the contributor (perhaps because the Agent's details are incorrect or have not been updated), then you will need to create them as a new entry in the Silvermouse database.

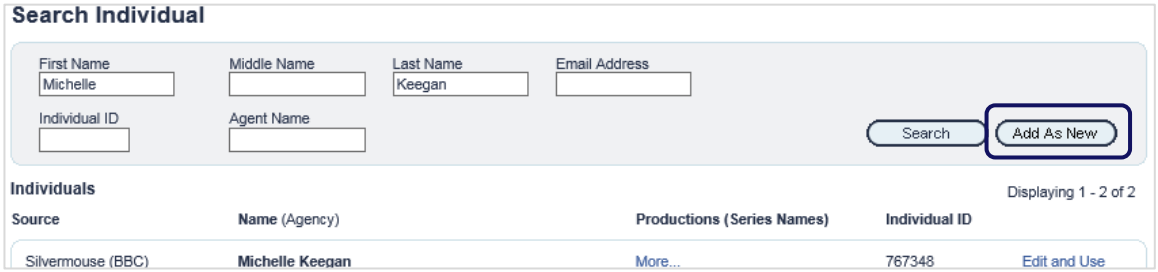
Create a new contributor

If you are unable to locate your contributor by varying your search criteria, then you should add them as a new contributor.

It is essential that you check all the details for a new contributor thoroughly before you click on Add As New.

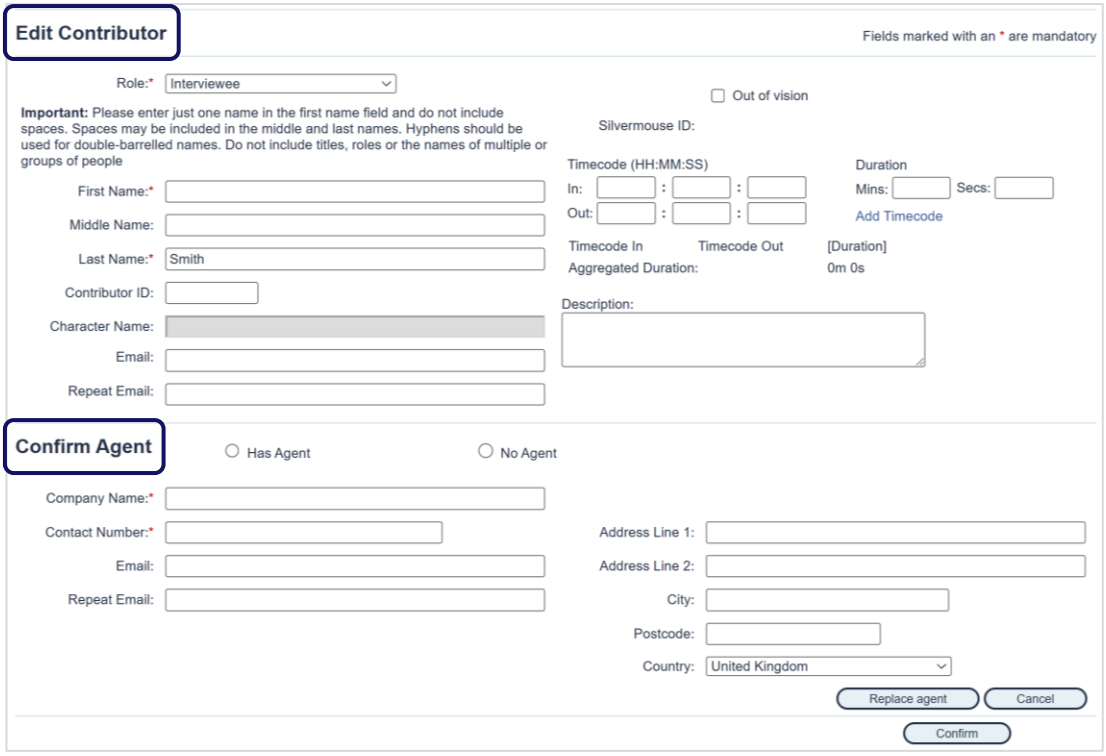
Once a contributor has been created, only SOME of the fields can be amended; the contributor's names CANNOT be amended. The only solution is to recreate them with the correct details, which will create multiple entries for the contributor in the Silvermouse database. The incorrect version cannot be deleted.

- Click on **Add As New**



There are two sections to complete when editing or creating a new contributor

- Edit contributor
- Confirm Agent, if applicable

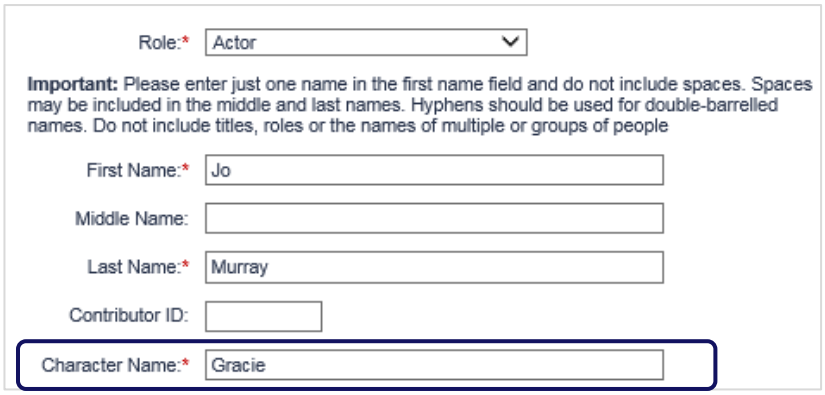


Edit Contributor

- In **Edit Contributor**, from the **Role** drop down list, select the relevant role the contributor will perform for your content. The role that was used in the Search will be displayed by default, but it can be changed if necessary. Please avoid using 'Other' as a role; if the contributors are pulled into the Programme Descriptions form, this data is unlikely to be published to the audience. **The 'Other' role should only be used when you cannot establish the role of a contributor in an archive clip.**
- In the **First, Middle** and **Last Names** boxes, type the contributors name; this should be their professional name if they have one

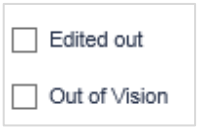
For Child Actors, please refer to the **Child Actor contributors** section of this helpcard.

- If shown, in the **Character Name** box, type the billed name of the on-screen character the contributor is playing. The Character Name is only available for the following role types: Actor, Actor (Lead Role), Child Actor, Dancer/Dance Company, Other On Screen (Scripted), Performer, Puppeteer, Singer, and Stunt Performer



For multiple characters with the same role, please separate characters with a forward slash, for example, John Bearwood/ Vicky Bracknell/serving girl

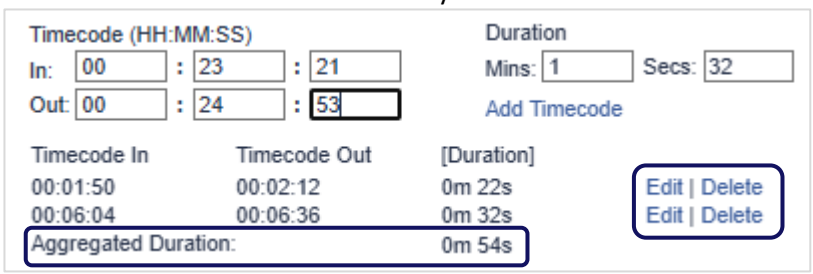
- DO NOT USE **Email** and **Repeat Email**; no personal or financial data should be included in BBC reporting
- Select **Edited out** if a contracted contributor has been edited out of the final programme or content. This is ESSENTIAL so the contracts can be reconciled; a contracted contributor must NOT be omitted from the Contributor form



- Select **Out of vision** if a contracted contributor is off-screen, such as abridger, announcer, choreographer, narrator, stunt arranger or voice over artist. This is ESSENTIAL so payments for further use can be made to the Out of Vision (OOV) contributors
- In **In** and **Out Timecodes**, enter the timecodes the contributor appeared in the content, using the format HH:MM:SS and click on **Add Timecode**. The cursor will automatically move to the next Timecode box as you type, and the duration will be calculated automatically. If preferred, add the **Start Timecode** and **Duration**, and the End Timecode will be calculated automatically. Start and End Timecodes are ESSENTIAL for any future productions who wish to exploit your content so they can identify where the contributor appears in the content



Repeat for all the timecodes the contributor appears in the content; an Aggregated Duration will be calculated. You can Edit or Delete any of the timecodes that have been added



If the contributor is in the majority of the content, type the first **Start Timecode** and the last **End Timecode**

Historically, television timecodes began at 10:00:00 to match the VT clock, allowing the programme material to align correctly before transmission, and accommodate pre-roll, countdowns and operational cues. Live show timecodes generally begin at the time the programme begins, using the 24-hour clock

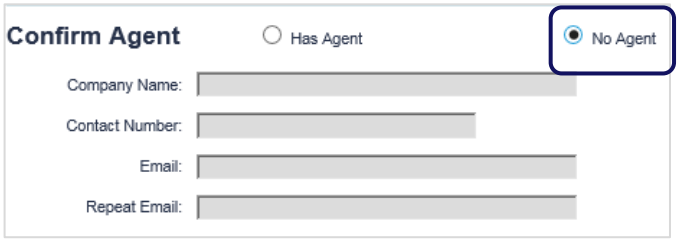
- In the **Description** box, type a description about the contributor to provide more specific information, if required; for example, if the contributor is a Child Actor, or a 21 piece orchestra

It is important to consider data protection when entering information into Silvermouse, especially when using free text fields. **No personal or financial information** should be included.

Confirm Agent

This section is used to search for and confirm, or enter, the Agent Details for the contributor.

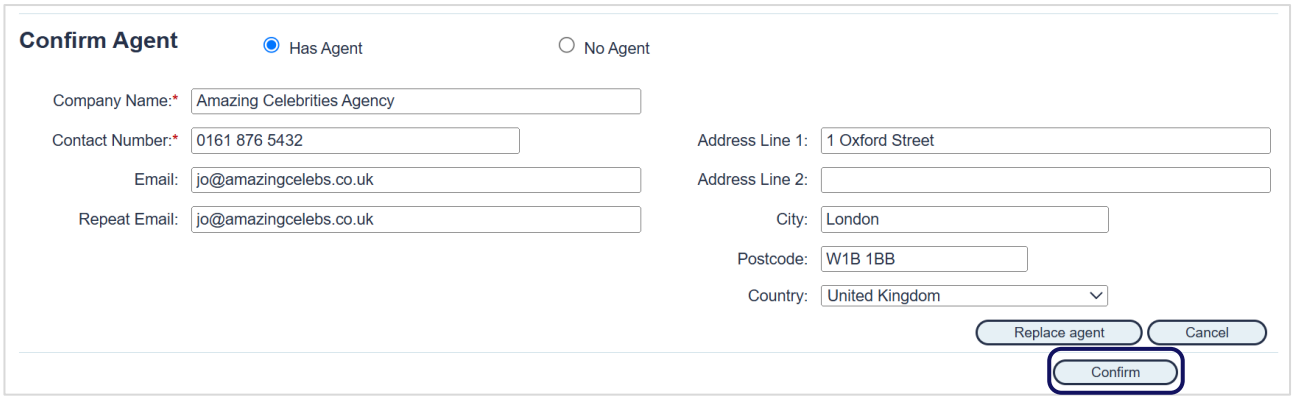
If the contributor does not have an agent, for example, an interviewee:



- Select the **No Agent** option
- Click on **Confirm**

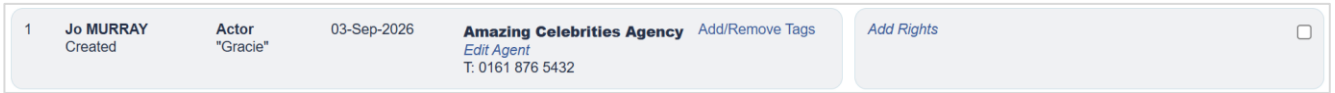
If the new contributor has an agent, the remaining fields should be completed as fully as possible so other productions can use all the relevant details if the programme or content is exploited.

- In **Company Name**, type the formal name of the agency as per the contributor's contract
- In **Contact Number**, type a contact telephone number for the agency
- In **Email**, type the agent's email
- In **Repeat Email**, re-type the agent's email
- In **Address Line 1**, type the first line of the agency's registered address
- In **Address Line 2**, type an additional line for the agency's registered address if required
- In **City**, type the city for the agency
- In **Postcode**, type the postcode for the agency
- In **Country**, type the country the agent is based in
- Once all the details are correctly entered, click on **Confirm** to add the Contributor



Replace Agent will clear all the agent details so a new agent can be searched for and added. If you need to update an existing Agent, please refer to the **Change a contributor's agent** section of this helpcard.

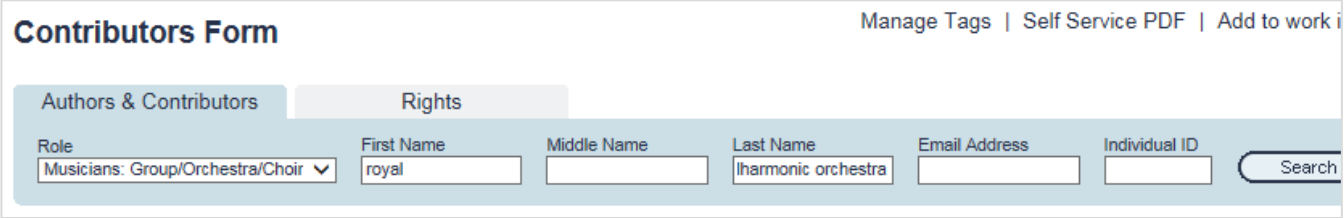
The contributor will appear in the form, displaying the actor's name, character (if relevant) and agent details:



Contributions are ordered in ascending alphabetical order by contributor role type and then by the individual's full name.

Group names, such as Coldplay or Royal Philharmonic Orchestra

As the Contributors form does not provide a Group Name option, it is important everyone uses the same format when creating groups to prevent duplication and to ensure colleagues can search for them.



- In **First Name**, type the first word
- In **Last Name**, type the remaining words

If the name of the group is longer than the space permitted in **Last Name**, the **Middle Name** can also be used.

When creating a group as a Contributor, use the Description field to provide further details, such as '21 piece orchestra'.

Contributors with honorary titles

Honorary titles cannot be added to a contributor in the Contributors form. Instead, please edit the contributor's Billed Name in the Programme Descriptions form so the honorary title is displayed correctly for publication.

Contributor rights

Productions must always clear contributions for use in BBC content, and the correct clearance process should be followed; however, some non-linear content may not need to be reported in Silvermouse. Please speak to your BBC contact to clarify what is required.

Once the contributors have been added to the Contributors form in the Authors & Contributors tab, the contract type or other clearance method needs to be assigned in the Rights tab to ensure your reporting is accurate.

This is necessary for the reconciliation at the end of the production reporting process and will provide robust information for future productions wishing to exploit elements of your content in the future or for the BBC if they wish to distribute it further.

Contributor rights fall into two categories in Silvermouse:

- Contributor Contracts – a contract has been raised
- Other Clearances – a contract has not been raised

Definitions of Contributor contracts

It is important to select the correct contract type when assigning rights. The contract types available in Silvermouse are:

Contributor Contract Type	Description
BBC/Equity TV Agreement	Standard terms agreed between the BBC and Equity for contracting Equity artists.
BBC/Equity Audio Agreement	Standard terms agreed between the BBC and Equity for contracting Equity artists. BBC/Equity Audio Agreement is used by both BBC and independent productions.
PACT /Equity TV Agreement	Standard terms agreed between the Producers Alliance for Cinema and Television and Equity for contracting Equity artists. PACT/Equity TV agreement is used by independent productions.
Foreign Union Agreement	Standard terms under a Foreign Union for contracting artists. Provide details of the Union in the Rights Restriction box such as: ■ SAG-AFTRA (Screen Actors Guild – American Federation of Television & Radio Artists) ■ DGA (Directors Guild of America) ■ WGA (Writers Guild of America)
PACT/FAA Agreement	Standard terms agreed between Producer's Alliance for Cinema and Television and the Film Artistes Association for contracting background artists.
BBC/WGGB Agreement	Standard terms agreed between the BBC and Writers Guild of Great Britain for contracting script writers/script material
PACT/WGGB Agreement	Standard terms agreed between the Producers Alliance for Cinema & Television and the Writers Guild of Great Britain for contracting script writers/script material. PACT/WGGB terms are used for independent productions.
BBC/MU Agreement	Standard terms agreed between the BBC and the Musician's Union for contracting musicians.
PACT/MU Agreement	Standard terms agreed between the Producers Alliance for Cinema & Television and the Musician's Union for contracting musicians. PACT/MU terms are used for independent productions.
All Rights Contract	Contracts and agreements (not falling within another Contract Type) for contributors where the BBC acquires unlimited rights to use the contribution (all media, throughout the world and in perpetuity).
Bespoke and/or Restricted Rights Contract	Contracts and agreements (not falling within another Contract Type) for contributors where the BBC does NOT acquire all rights. Provide details in the Rights Restrictions field.
BBC Performing Group	Performers in a BBC Orchestra or BBC Singers and who are either under a BBC fixed/continuing employment contract or a BBC freelance contract.
BBC/ISM Agreement	Standard terms agreed between the BBC and Incorporated Society of Musicians for contracting musicians.

Contributor Contract Type	Description
BBC Radio Drama Company Agreement	Rights agreed as per terms set out for BBC Radio Drama Company (RDC) members in the BBC/Equity Audio Agreement, although this contract type applies to RDC members only.
Equity Archers	Rights agreed as per terms set out for Archers artists in the BBC/Equity Audio Agreement, although this contract type applies to Archers artists only.

Definitions of other clearances

If a contract has not been raised for the contributor, you should select one of the options from 'Other Clearances'.

Contributor Clearance Type	Description
Release / Consent Form	Forms, letters, emails or other basic written evidence (often signed) to indicate a contributor or rights owner's permission to film or use their material.
Informed Consent	Verbal consent, filmed consent, willing participation or other non-written ways a contributor or rights owner consents to filming or use of their material.
Fair Dealing	Use of a limited/modest amount of a copyright work without the permission of contributors in the material for: ■ reporting news and current events ■ criticism and review ■ quotation ■ parody, pastiche and caricature ■ illustration for instruction
Await Claim	Use of material without the permission of the contributors in the material after reasonable efforts to trace the contributor and rights owner has failed.
Performance Period of Protection Expired	Use of material without the permission of contributors in the material where the contributor's Performance Period of Protection has expired.
Insubstantial Part	Using an insubstantial part of a work without the permission of contributors in the material.
Incidental Inclusion	Use of material without the permission of contributors in the material where the material is used incidentally.
Promotional Right	Express right in contracts with contributors and rights owners to use extracts from BBC programmes for BBC promotional use.
Clearance Not Necessary	Contributors in material not requiring clearance, for example: ■ BBC custom and practice not to obtain permission such as book/record/CD covers ■ The material in which they appear is out of copyright

Contributor Clearance Type	Description
Historical and Reminiscent Right	Express right in contracts with contributors or rights owner to use short extracts from BBC programmes or content ONLY in the context of historic and reminiscence about the BBC and 'of the BBC'.

Add Contributor rights

The following information is ESSENTIAL to consider when adding Contributor rights:

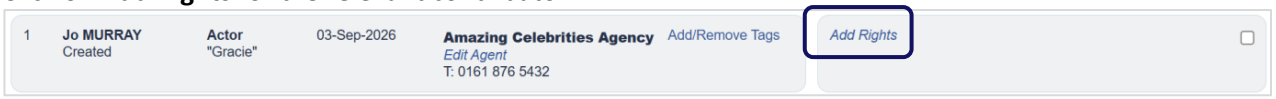
- You must include all Contributors even if they were edited out of the final programme or piece of content, so the contractual paperwork matches the PasB or PasC paperwork
- You must add the contract number(s) so the rights can be checked for future uses
- The Extract checkbox must be selected if the contributor is in an extract, whether the clip is BBC archive or external/acquired material. An extract payment may be due under the terms of the contributor's original contract, or as a result of the Sequence Licence Agreement (SLA)
- Any contributor restrictions must be recorded in the Contributor Rights, for example 'For use in this programme only'; these should also be recorded in the Front Page form
- There are two 'All Rights' options in Silvermouse for contributors:
  - **Contributors Contracts**: Select **All Rights Contract** for formal contracts
  - **Other Clearances**: Select **Release / consent form (NB All Rights in all media throughout the world in perpetuity)** for signed release forms or permission letters

If any of the options in Other Clearances are used other than Release / consent form (NB All Rights in all media throughout the world in perpetuity), further re-use of that particular element of the content may be prevented in the future. This decision should already have been taken earlier in the production after a conversation with your legal representative.

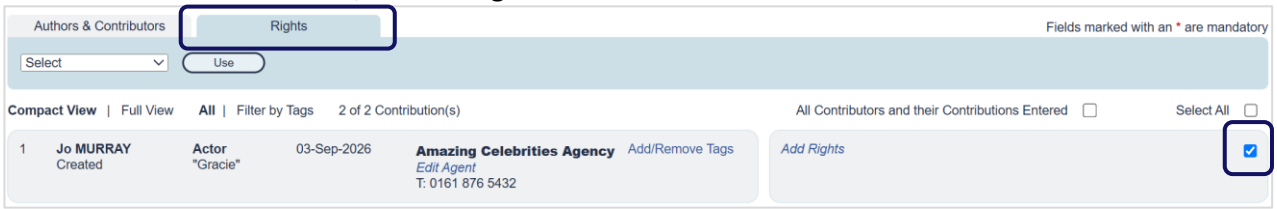
Apply Contributor Contracts rights

To add rights:

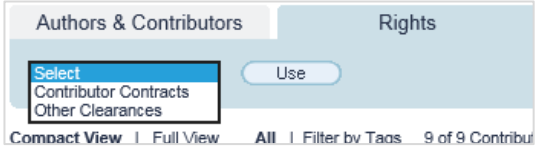
- Click on **Add Rights** for the relevant contributor



- The checkbox will be selected, and the **Rights** tab will become active

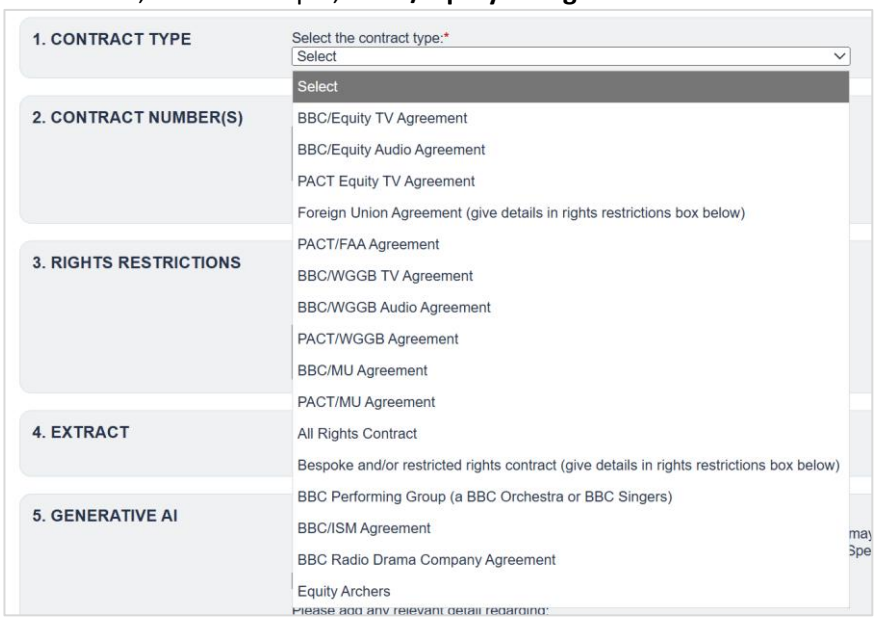


- From the **Rights** drop down list, select **Contributor Contracts** or **Other Clearances**, as appropriate. In this example, the actor is on an Equity contract, so Contributor Contracts should be selected



- Click on **Use**

- From the **Contract Type** drop down list, select the correct type of contract that was used to contract the contributor; in this example, **PACT/Equity TV Agreement**



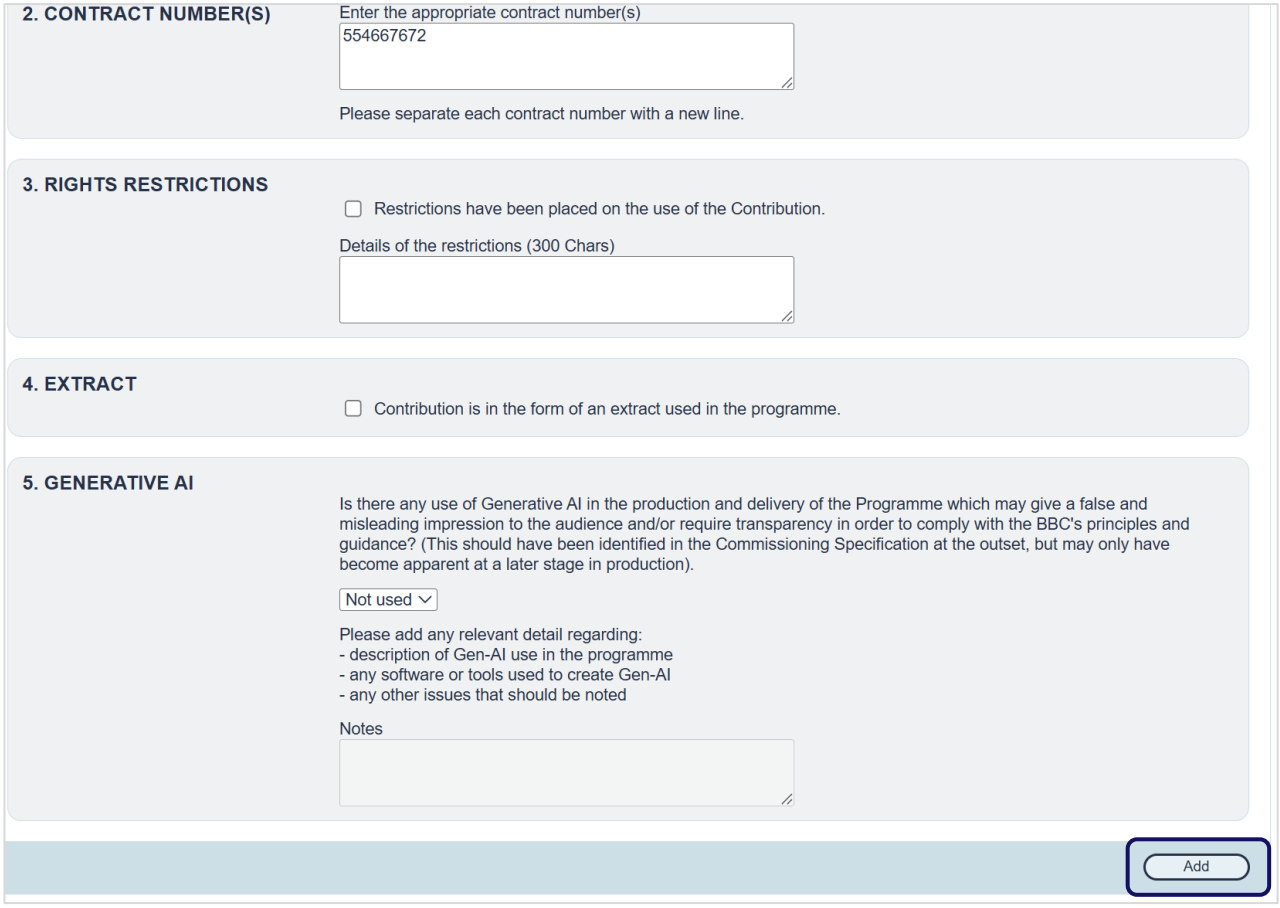
- In the **Contract Number(s)** box, enter the reference number for the specific contract
- In the **Rights Restrictions** box, add any restrictions in this contributor's contract so they can be referred to for future reference; please remember to add any restrictions to the Front Page form also

If there is any restriction for a contributor, this also needs to be detailed in the Front Page and, if appropriate, the Non-Linear form.

If no restrictions are stated, it will be assumed the material with the contributor can be used without limitation (on any media, throughout the world and in perpetuity) or in line with the standard terms you selected in the Contract Type.

- Select the **Extract** checkbox if the contribution was part of an extract in the content, whether the clip was BBC archive or external/acquired material
- From the **Generative AI** drop down list, select **Used** if any AI was used in the content
- If Generative AI was used, in **Notes**, type the full description of the item, what tools or software were used to create it, and any other issues that should be noted, such as any restrictions on re-use

- When all the details have been entered, click on **Add**



The contributor's name will be displayed at the top of the form to identify who the rights are being added to.

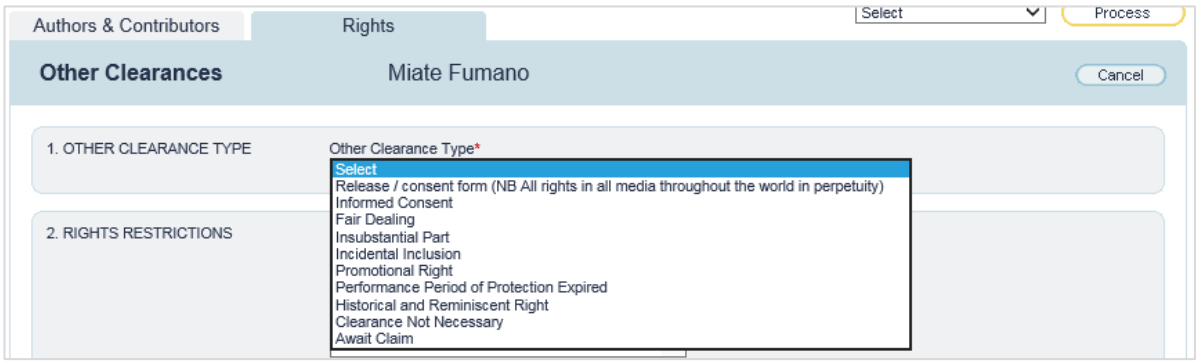
In the default Compact view, Contributors with associated rights will display a **View Rights** link:



Apply an Other clearance type

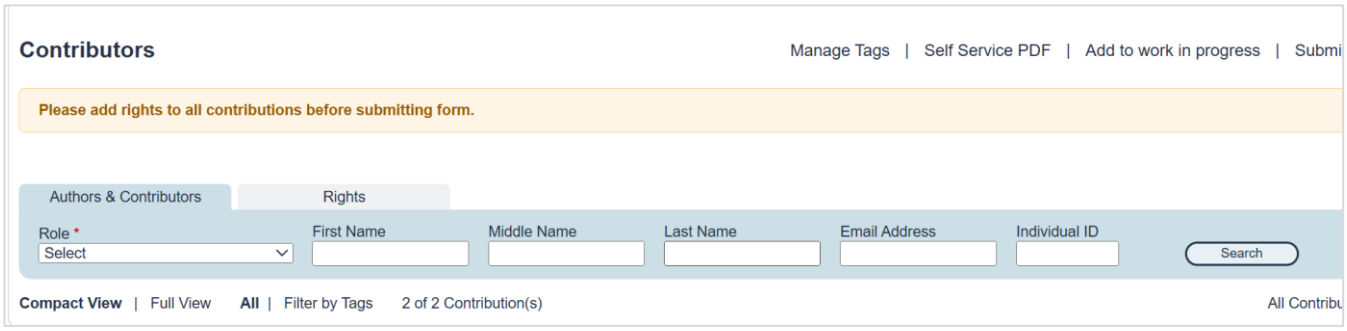
To assign Other Clearance types:

- Click on **Add Rights** for the relevant contributor
- From the **Rights** drop down list, select **Other Clearances** and click on **Use**
- From the **Other Clearances** drop down list, select the correct option which was used to engage the contributor



- If necessary, select **Restrictions have been placed on the use of the Contribution** to confirm some restrictions have been imposed; remember to add these to the Front Page form also
- If Restrictions have been reported, in **Details of the restrictions**, type a detailed explanation of the rights imposed so it is clear for future productions; this includes the name of the contact who gave legal advice during pre-production and confirmed which clearance type could be used
- From the **Generative AI** drop down list, select **Used** if the copyright item was created using AI
- If Generative AI was used, in **Notes**, type the full description of the item, what tools or software were used to create it, and any other issues that should be noted, such as any restrictions on re-use
- When all the details have been entered, click on **Add**
- Once all the contributors to your content have been added with their associated rights, select the **All Contributors and their Contributions** entered checkbox, and click on **Submit to Broadcaster**
- In the confirmation window, click on **Confirm**

If a contributor has not had rights assigned to them, an error message will display when the form is submitted

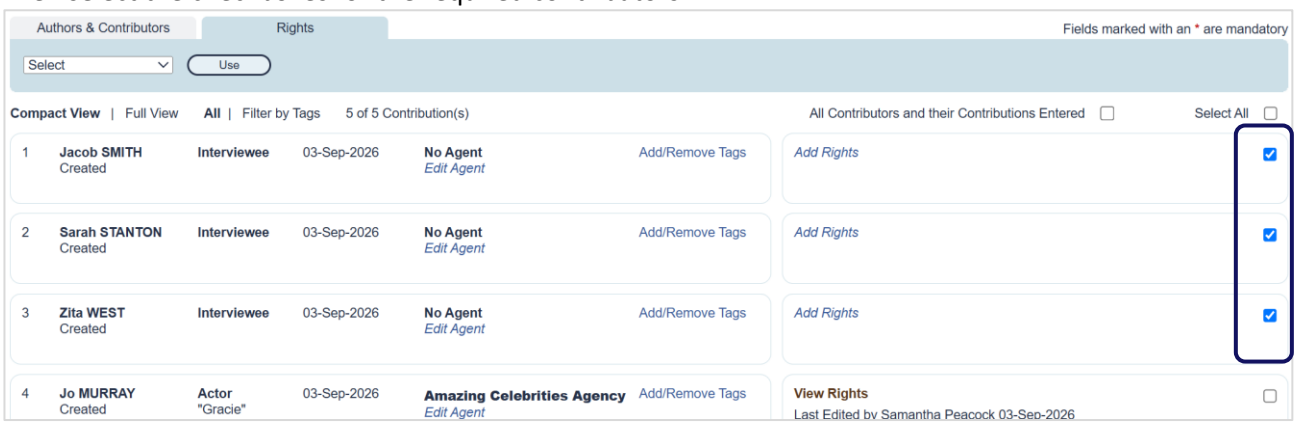


Assign rights to multiple contributors

Applying rights to multiple contributors can be useful to apply the All Rights release form contract type, as unique information is not required. Contributors with a contract should be entered individually as a Copyright Contract No. needs to be attributed to each person.

For example, if you have a number of interviewees that all signed the All Rights Consent Forms, you might wish to assign rights to multiple contributors to save time.

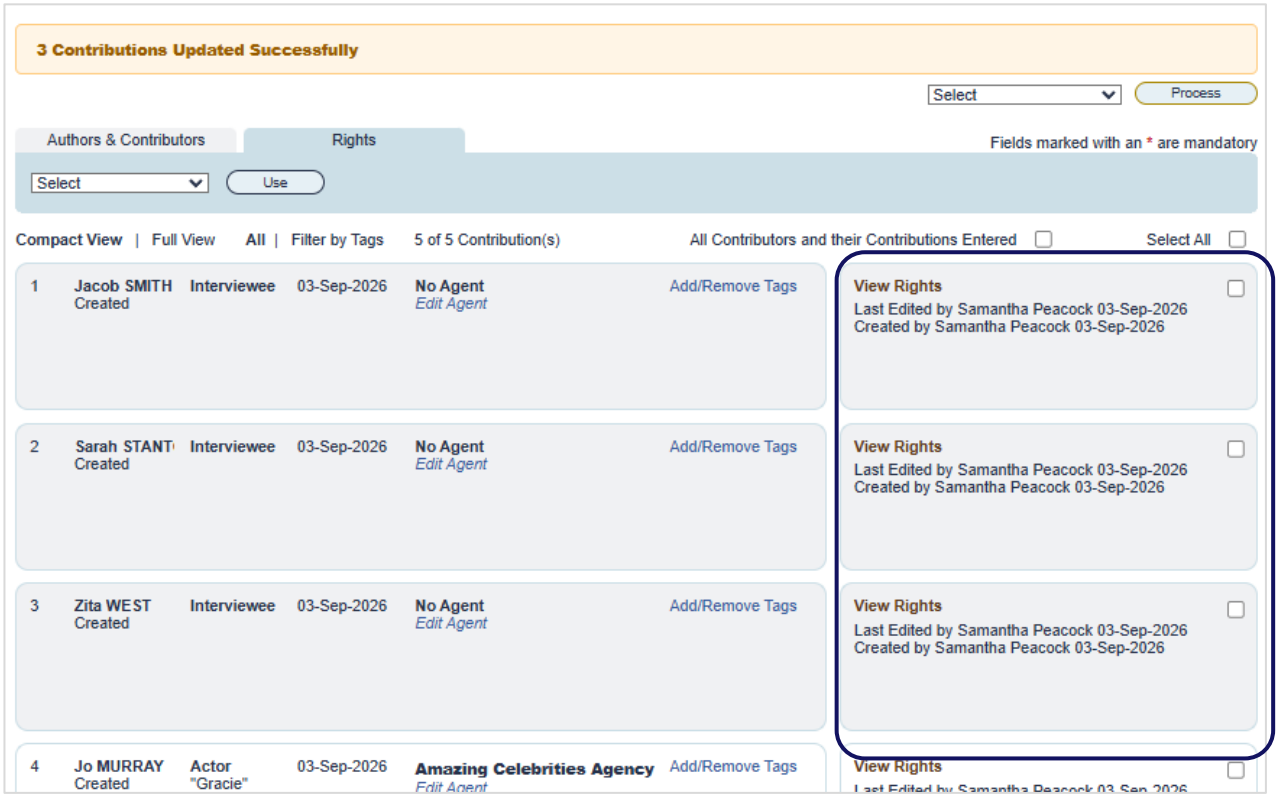
- Click on the **Rights** tab first
- Then select the checkboxes for the required contributors



If you don't follow this order, and select the checkboxes first, they will be deselected when you click on the Rights tab.

- From the **Rights** drop down list, select the relevant option **Other Clearances**

- Click on **Use**
- From the **Other Clearances** drop down list, select the correct option which was used to contract the contributor; in this example, **Release / consent form (NB. All rights in all media throughout the world in perpetuity)**
- In **Rights Restrictions** and **Generative AI**, add any other information that is applicable to all the selected contributors
- Click on **Add**; the form will update to show the rights have been assigned to the selected contributors



If you Add Rights for multiple contributors, but you are not assigning rights for the All Rights Consent form, you MUST edit each and every entry to either add details of the contributor's specific contract, or to detail reasons for selecting the Other Clearance type.

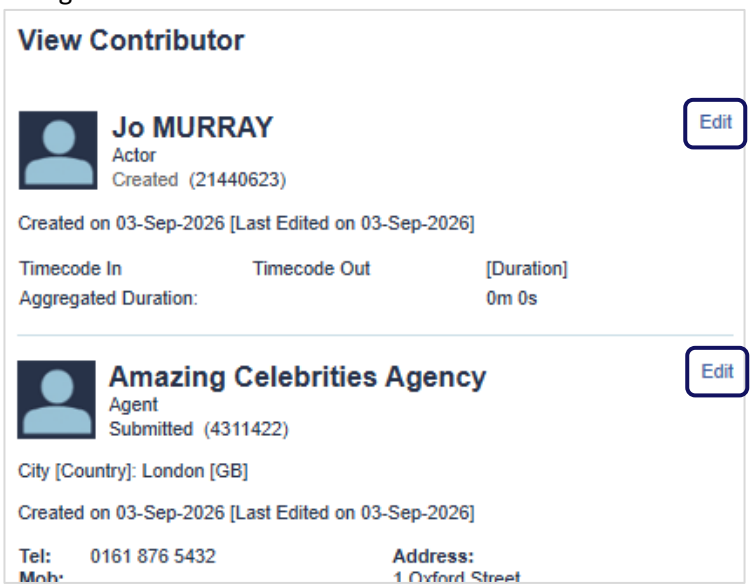
Edit contributions

To edit contributor or agent details:

- Click on the **Contributors Name** or **Agent** links; they won't appear as links until the cursor is placed over them

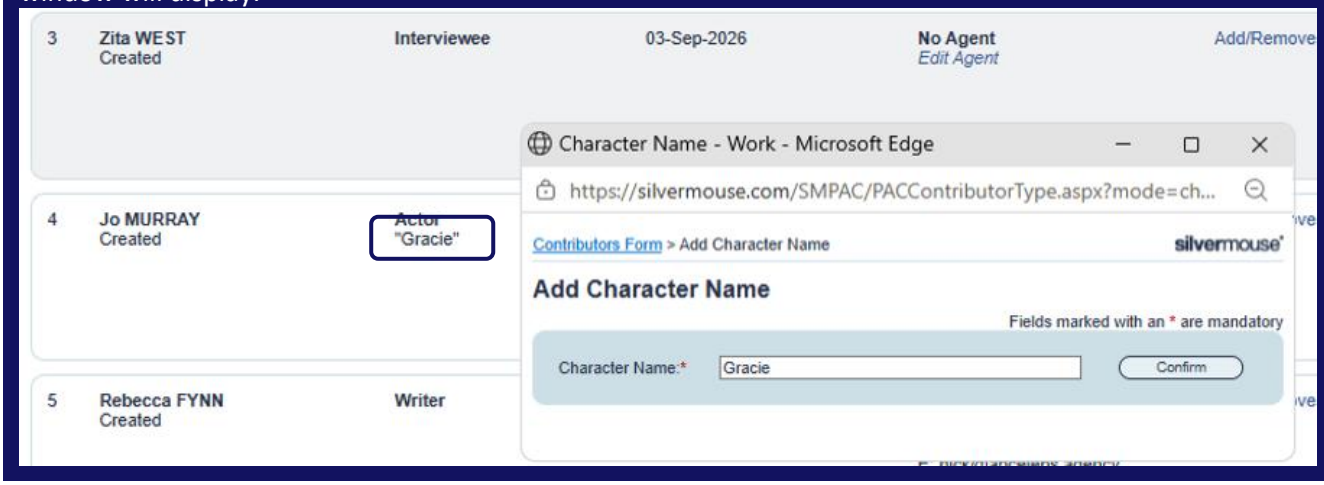


- In the new window, click on **Edit** next to the relevant section you wish to update, and make the necessary changes



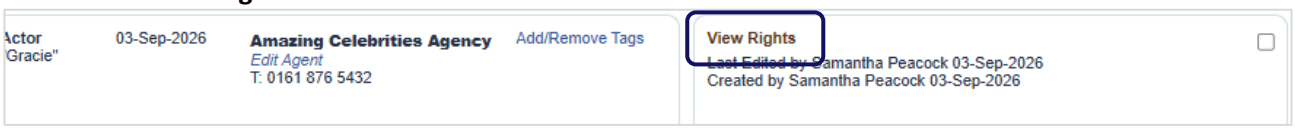
- When completed, click on **Confirm**

To edit the Character Name for an actor, simply click on the character name. The Add Character Name window will display:

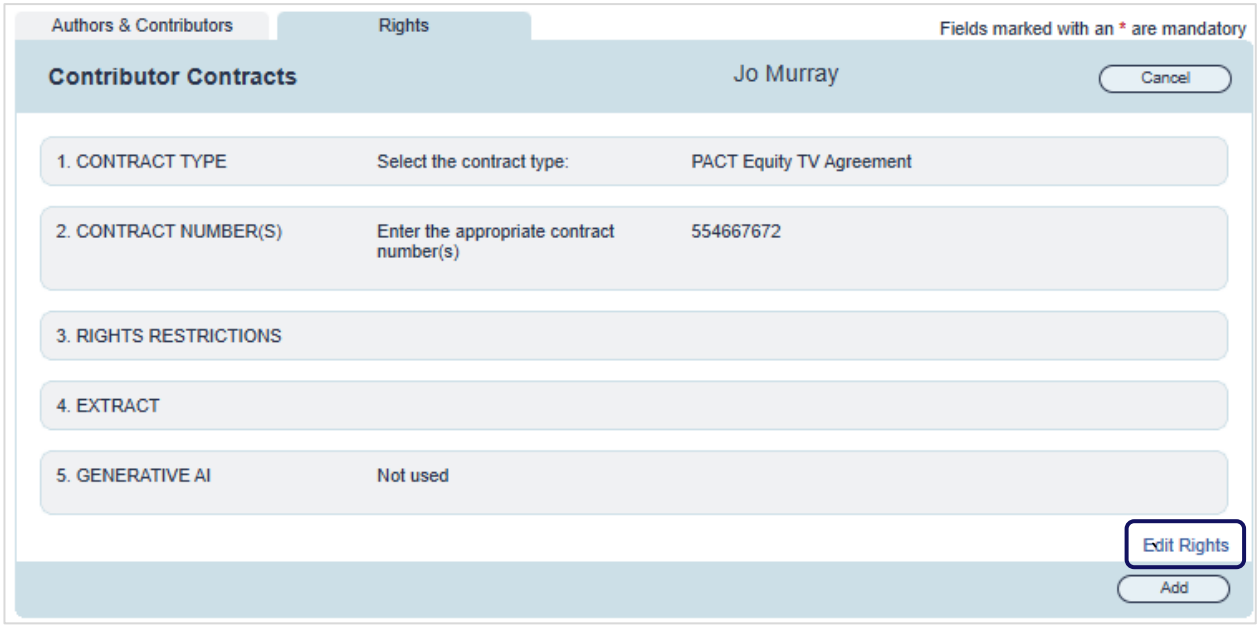


To edit rights details:

- Click on the **View Rights** link for the relevant contribution



- The current rights information will be displayed; click on **Edit Rights**



- Make the necessary changes and click on **Add**

Change a contributor's agent

If you need to change the contributor's agent for your reporting, you will need to update the Silvermouse database.

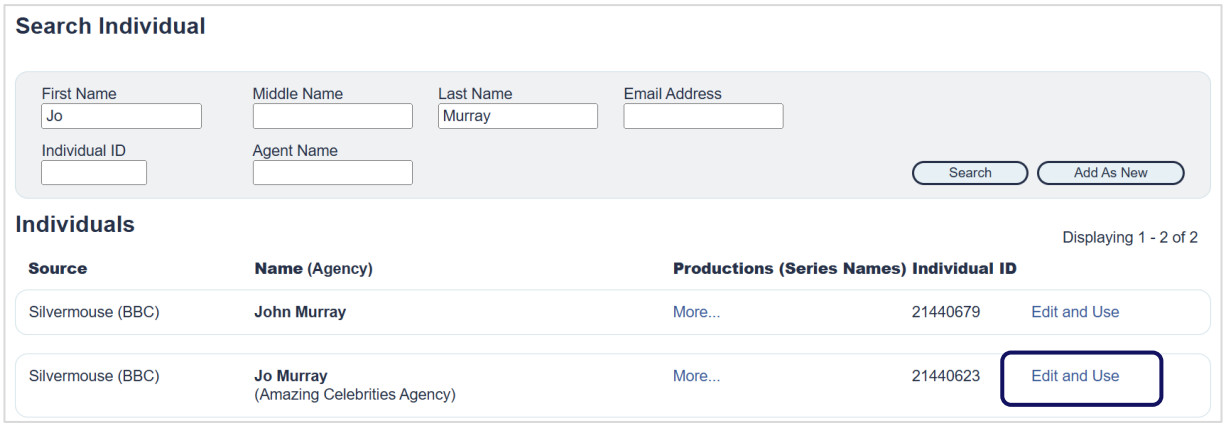
To edit an agent:

- Open the Contributor form and locate the relevant contributor
- Click **Edit Agent**

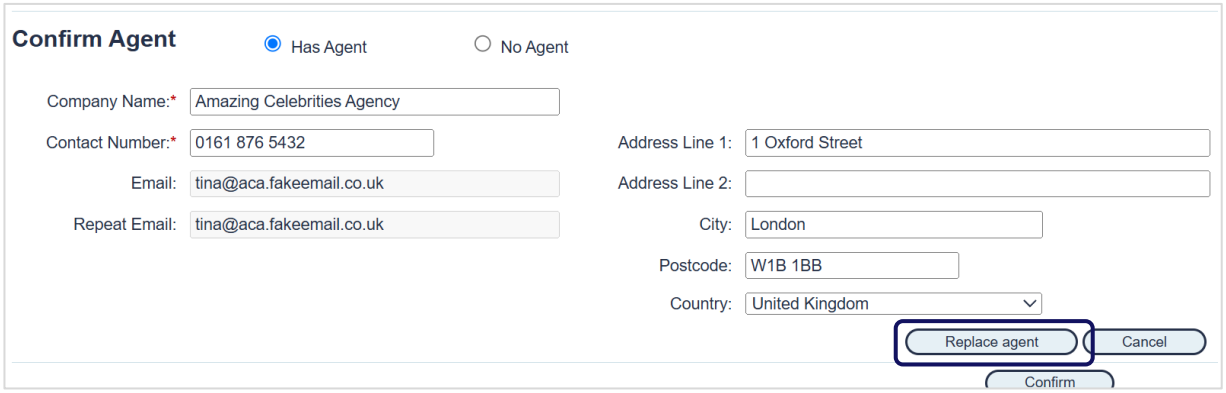


or

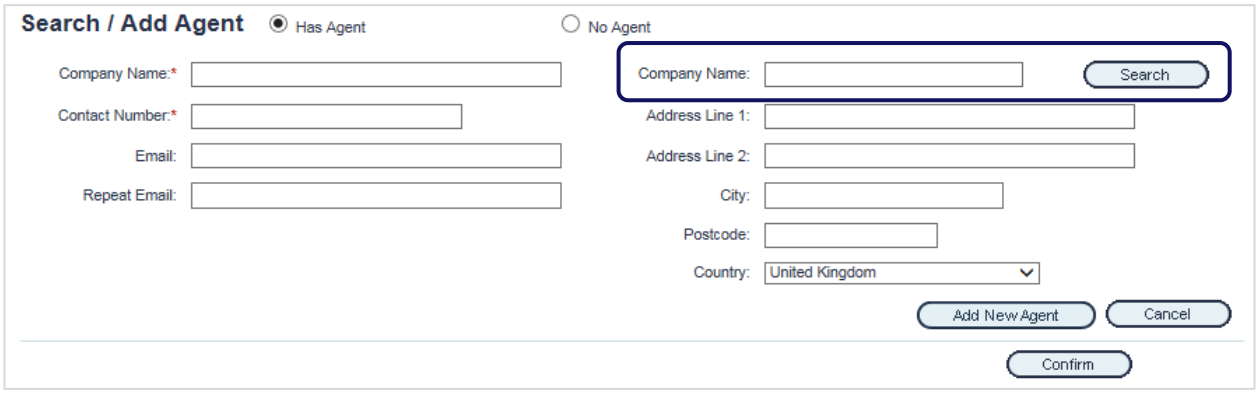
- In a Contributor form, search for and locate the relevant contributor
- Select **Edit and Use**



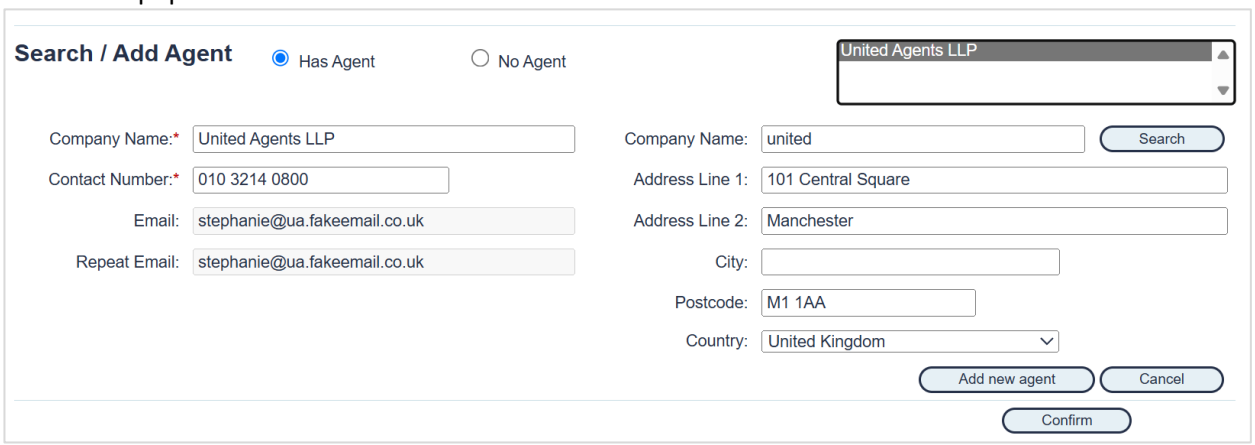
- The Edit Contributor window will appear, displaying the contributor and agent details; click on **Replace Agent**; this will clear the old agents details



- In the **Company Name** on the right, type the company name for the new agent and click on **Search**; try varying the search terms if you are unable to locate the new agent

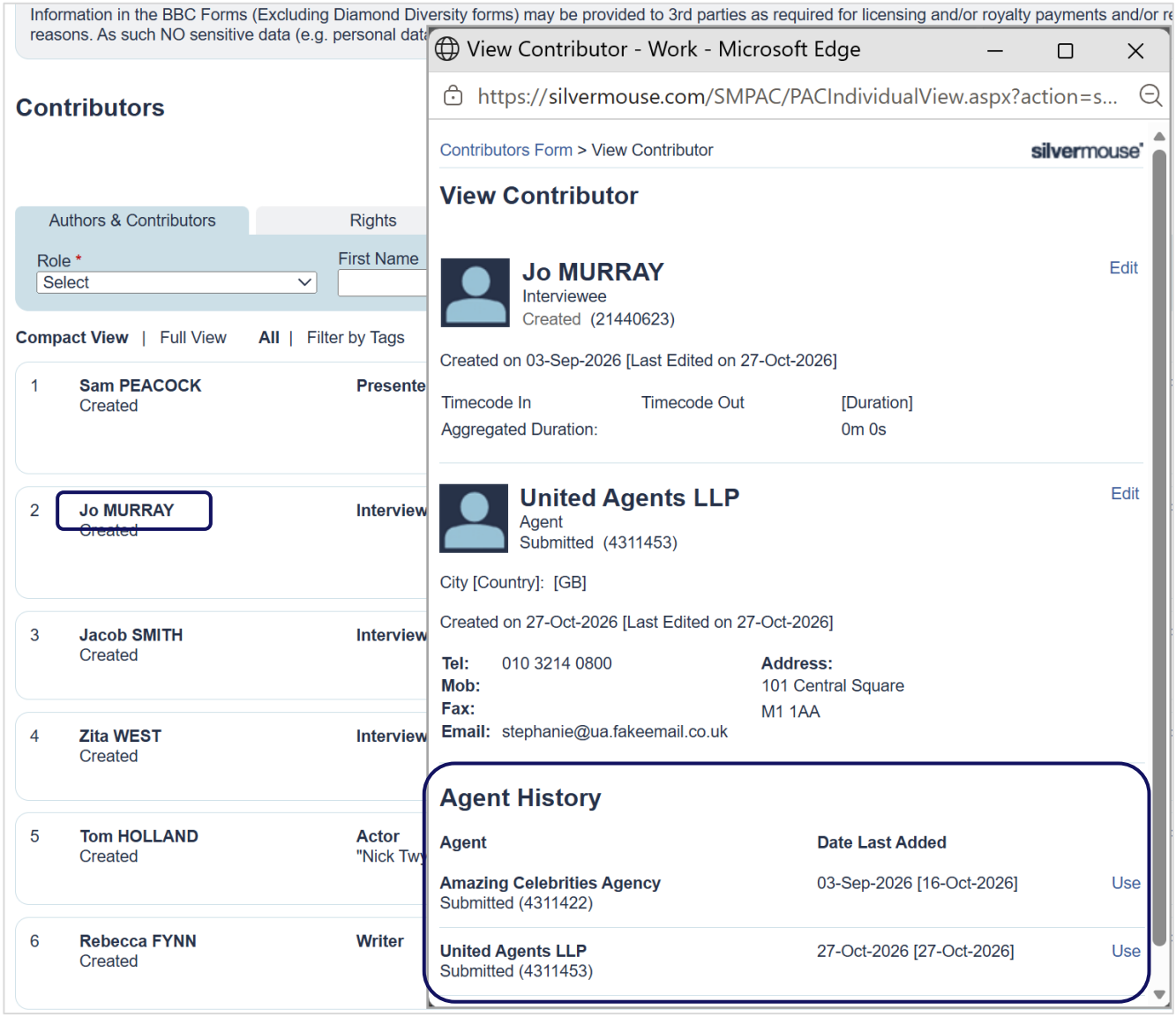


- In the new field which displays above the Company Name search, select the new agent, and the Company Details will populate



- Add any other relevant details, such as the contact person's email address and click on **Confirm**
- If you are unable to locate the new agent, click on **Add new agent**, enter their **Company Name**, **Contact Number**, **Email** and **Address** details into the blank fields and click on **Confirm**

The new agent details will be recorded against the contributor. The old agent details will form part of the Agent History which can be viewed when you click on the contributor's name in the form.



Best practice advice

- Check all the people listed in the Contributors form matches the names of those contracted for the programme or content
- Check the correct contributor Contract Type has been selected, for example, whether a composer is on a music commissioning agreement rather than a BBC/MU TV agreement
- Identify which All Rights option is correct for the contributor; whether they signed an All Rights release form which should be recorded in Other Clearances, or an All Rights contract which should be recorded in Contributor Contracts with a contract number
- Check the correct contract numbers have been included (rather than any recquistion or purchase order numbers)
- Check it is clear that a contributor is on bespoke contract terms, and/or restricted rights; any restrictions on use should also be added to the Front Page form

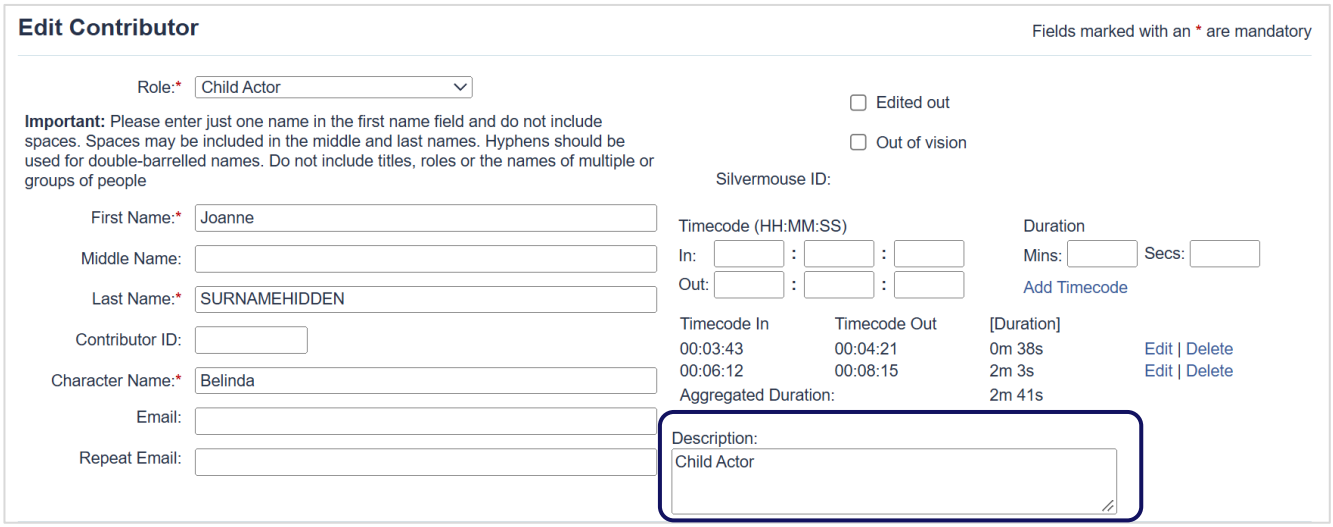
- Remember to clearly identify Equity ‘Walk On’, ‘Background’ and Supporting’ artists and include their contract numbers in the Rights tab
- If an Equity artist has more than one contract for the programme or content, please include all their Equity Contract Numbers in the Rights tab
- Please enter a contributor for each role they perform as each role may have different terms or secondary payments from other contracts
- If an Equity Extract is bought out, in the Rights tab, specify what Rights were acquired and select the Extract checkbox
- Composers vs. Musicians: Composers wrote the original music and own the copyright for the composition, so they should be added to the Copyrights form. Musicians perform the music, so should be added to the Contributors form
- If a Musicians Union (MU) contributor has been bought out on an M.A.I. (Musicians All-rights Individual) contract, in the Rights tab, add their Contract Number and note this in the Restrictions box

Child Actor contributors

Child actors require specific treatment when they are reported as contributors because they are under school-leaving age and are not covered by the standard Equity contract arrangements.

When creating a Child Actor contributor, please follow the standard processes mentioned earlier in this helpcard, but with the following amendments:

- As **Last Name** is a mandatory field, type **SURNAMEHIDDEN**
- In **Description**, type **Child Actor** so it is obvious



- Unless the child actor is being billed, remove them from the Programme Descriptions form if the Contributors have been appended

When applying the rights:

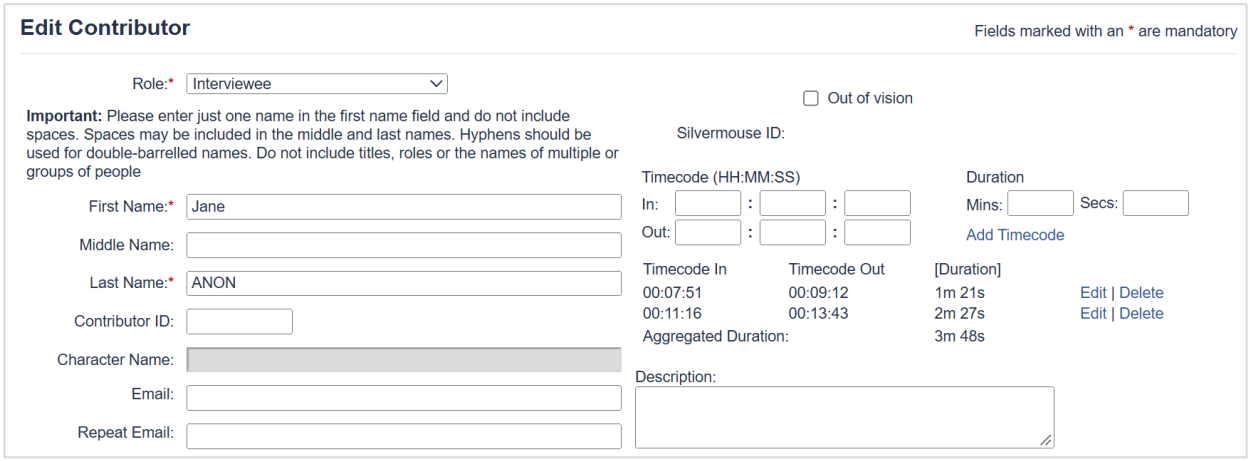
- Do NOT select an Equity contract type with standard terms
  - BBC/Equity TV Agreement
  - BBC/Equity Audio Agreement
  - PACT /Equity TV Agreement

- If the child actor was engaged on an **All Rights** contract, ensure this is clear as not all child actors are engaged on All Rights contracts

Anonymous contributors

If you need to report an anonymous contributor, for example, an interviewee on the topic of domestic violence in the home, please follow the standard processes mentioned earlier in this helpcard, but with the following amendments:

- In **First Name**, type a fake first name
- In **Last Name**, type **ANON**



Compact and Full View

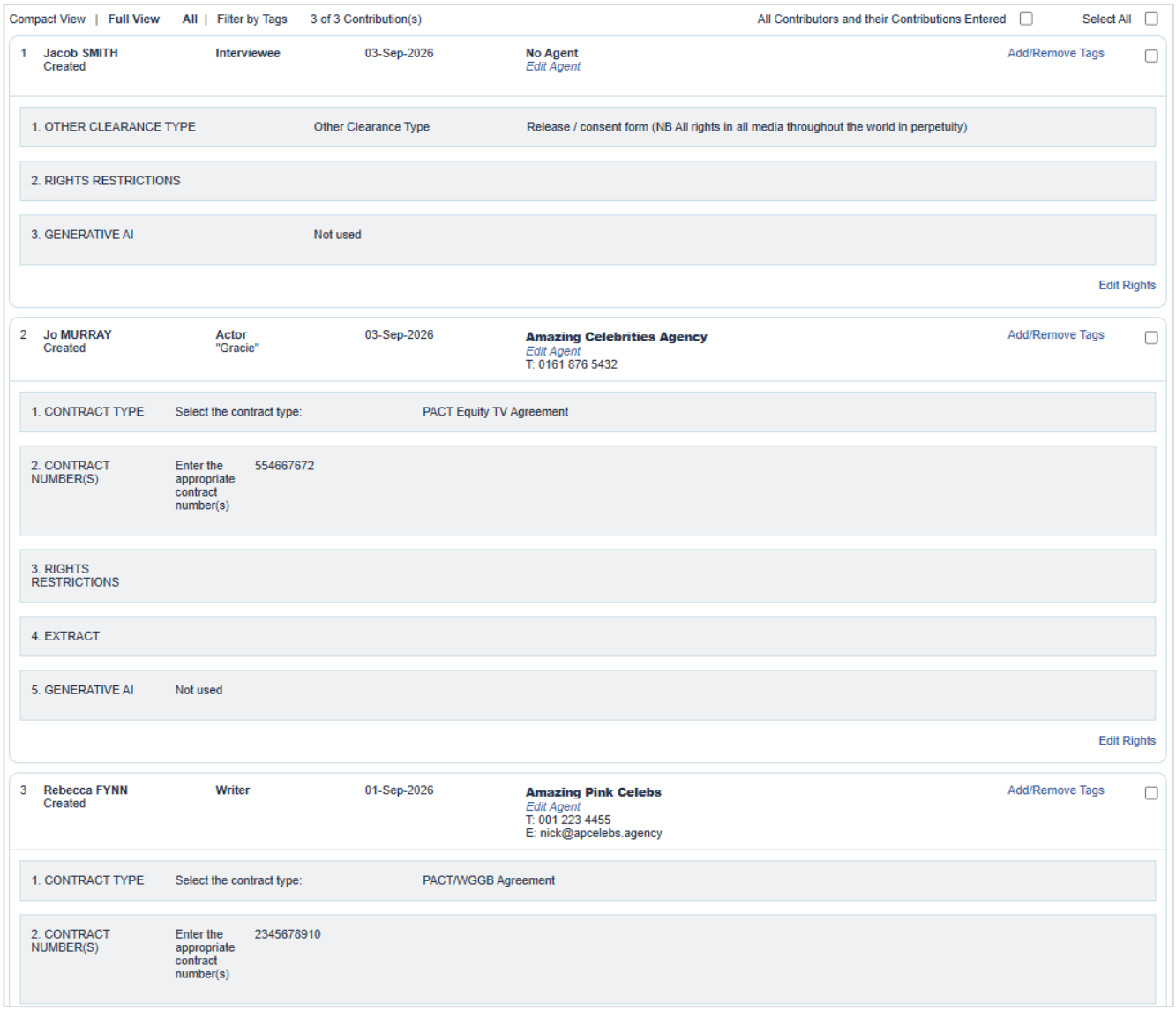
The Compact View

The Compact View is used by default. It displays Contributor and Agent information, and the Character name if appropriate. It will also identify whether rights have been assigned, who assigned them and when, but it will not display any other rights information.



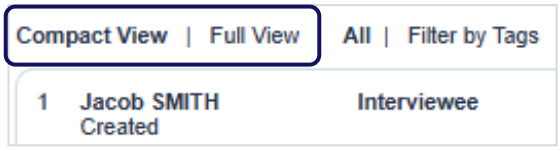
The Full View

The Full View will still display the same information about the Contributor as the Compact View, but will also detail all the entries about the rights associated to the contributor:



To change the view:

- Click on **Full View** or **Compact View** as required:

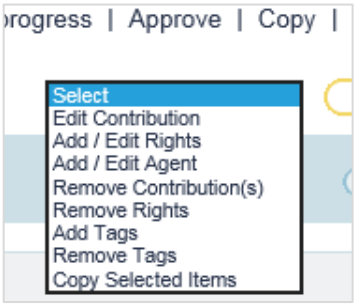


Tags

Tags can be used within the Copyright and Contributor form to group contributions and copyright items within the content. This can be useful when completing forms for sketch shows or content with a magazine format, for example where there are distinct items or inserts in the main content.

Please refer to the **Tags** helpcard for further information.

The Process menu



The Process menu provides additional options which are not immediately obvious when viewing the form. The following options are available:

- **Edit Contribution** will open the Edit Contributor page, and can only be used for one contributor at a time
- **Add / Edit Rights** will open the Rights tab so rights can be assigned. It can only be used for one contributor at a time
- **Add / Edit Agent** will open the Edit Contributor page, and can only be used for one contributor at a time
- **Remove Contribution(s)** will delete the contributor from the form entirely. The Remove Contribution option can be applied to multiple contributors
- **Remove Rights** will delete any rights associated with the contributor. This option can be applied to multiple contributors
- **Add Tags** will assign tags to the selected contributor Please refer to the **Tags** helpcard for further information
- **Remove Tags** will remove tags from the selected contributor. Please refer to the **Tags** helpcard for further information
- **Copy Selected Items** will copy the contributor details to another Contributor form; the associated rights and tags can also be copied. Please refer to the **Copy Content** helpcard for further information