Silvermouse for production paperwork

Independent production companies: Copyrights form

This helpcard will show you how to record details of the copyright items that have been used in your programme or content.

The information within the Copyrights form in Silvermouse is part of your BBC Programme as Completed (PasC) or Programme as Broadcast (PasB) paperwork, along with the Front Page and Contributors form.

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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Essential information you need to know before entering Copyright Items

Copyright works, such as photos, scripts, artistic works, or archive footage, need to be cleared for use or re-use in BBC programmes or content. This must be done before the item is used, and the details should then be recorded in the Copyrights form in Silvermouse.

IMPORTANT: The Copyrights form will be the only record of how the item was cleared. Accuracy is essential so the BBC can comply with its legal obligations and enable re-use of your content (repeats, clip use, distribution and exploitation).

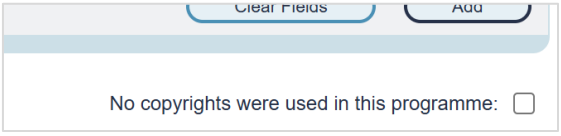
Make sure you only record the copyright items that were used in your programme, episode or content.

The Programme as Completed (PasC) or Programme as Broadcast (PasB), which consists of the Front Page, Copyrights and Contributors forms, should be completed within 2 weeks of transmission or publication.

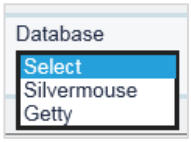
When recording copyright information in Silvermouse:



- Make sure you enter the details within the correct Copyright Type and Type of Material; please refer to the **Type of Copyright and Type of Material** section for more details
- Spellings need to be accurate
- 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
- A single work may include several layers of copyright which should all be reported under the correct Copyright Type and Type of Material. For example:
  - A photograph of a painting may include copyright for the painting (Artistic Work) AND the photograph (Stills)
  - An extract from a BBC programme may include script extracts (Text) and photographs used on the set (Stills)
- Every copyright item must have an In and Out Timecode added to show where it appears in the programme or content. It is possible to add these as 00:00:00 but this should only be done in exceptional circumstances and not as a general rule
- If your content contains no copyright material, select the '**No copyrights were used in this programme**' check box and approve the blank form



- You can enter an item manually or search the Getty or Silvermouse databases. Getty is only one third-party supplier with whom you might be sourcing stills from. The Silvermouse database contains copyright items that have previously been entered into the system by someone in your production company

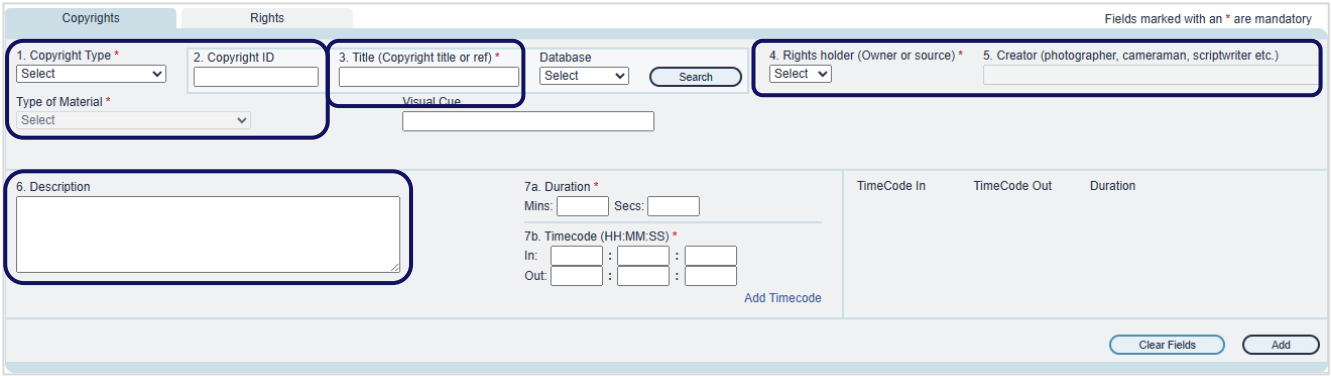


Searching and selecting an item from the Getty database within Silvermouse does not mean the item has been cleared for use. Clearance should be sought PRIOR to using the item; Silvermouse is only used to record the details of what has been used.

Warning: Copying copyright data

A copied copyright item can be deleted, and its rights and timecodes changed, without affecting the original. However, eight key fields stay permanently linked to the item itself:

- Copyright Type
- Type of Material
- Other Material
- Copyright ID
- Title
- Rights holder (Owner or source)
- Creator
- Description



Changing any of these changes the item everywhere it appears; in other programmes, in other content, and in any form where someone has selected it from the Silvermouse database.

So if an item copied from the Silvermouse database needs any of its key information changed, delete it from your form and add it as a new item instead.

Items taken from the Getty database follow the same rules. You must never change any of the key fields listed above, as this changes every instance of that item wherever it has been used.

Type of Copyright and Type of Material

When entering copyright, the information that is required will change depending on the Copyright Type and Type of Material you select. If you can't find the correct Type of Material, try selecting a different Copyright Type.

This table shows how they are grouped together:

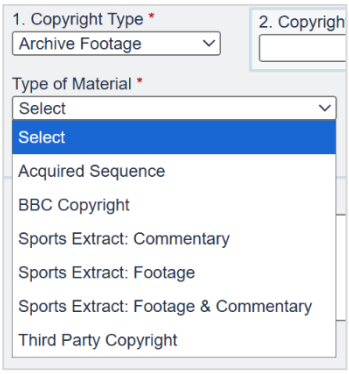
Type of Copyright	Type of Material
Archive Footage	Acquired Sequence BBC Copyright Sports Extract: Commentary Sports Extract: Footage Sports Extract: Footage & Commentary Third Party Copyright
Graphics	Graphics
Stills	Other Photographs/Stills
Text	Commissioned: Adaption Commissioned: Documentary Script Commissioned: Dramatisation Commissioned: Linking Material

Type of Copyright	Type of Material
	Commissioned: Other Commissioned: Poetry Commissioned: Quiz question Commissioned: Script Commissioned: Script Editing Commissioned: Short Story Fiction Commissioned: Short Story Non-Fiction Commissioned: Sketch Source: Book Source: Character copyright Source: Literary Extract Source: Other Source: Play Source: Poem Source: Script Extract Source: Short story Source: Translation
Artistic Works	Artistic Works Commercial music Grand Rights Live Performance Lyrics Music Other Music arrangement Production/library music Specially composed music
Commissioned Footage	BBC Specially Recorded Third Party Specially Recorded
Format	Format Format Extract

Type of Copyright	Type of Material
Locations and Access	Locations and Access
Other	Other

The following section explains when and how to use each Copyright Type and Type of Material option. You must follow the guidance when entering this information, alongside the **Enter copyright details** section of this helpcard.

Archive Footage



This copyright type is for existing material only. If you have commissioned content, it should be entered under **Commissioned Footage**, either as BBC Specially Recorded or Third Party Specially Recorded.

When you select Archive Footage from the Copyright Type drop down list, you will then need to select the Type of Material, each of which is described below.

Archive Footage: Acquired Sequence

This should be used to enter the details of existing material that has been bought in, for example from other broadcasters, which might involve a fee or be free of charge.

This material is contracted and the rights are only obtained for one use and cannot be re-used. If clips that were originally “promotional” and not paid for were used again, new clearance must be sought.

If an entire acquired programme is transmitted as part of a longer programme for which the PasC is being created, it should be logged as Third Party Copyright rather than an Acquired Sequence.

If you are reporting an acquired sequence within a piece of BBC archive, always refer to the paperwork of the original programme to ensure you are reporting the copyright material correctly. The acquired sequence would need to be re-cleared for your programme or content.

Newsreel or stock footage from one source for which costs are based on an aggregated total can be entered as one item, but timecodes are required to indicate where the footage features.

Acquired clips sourced from movies and television programmes should be listed as separate items in the Copyrights form regardless of whether each film or programme is owned by the same organisation.

Archive Footage: BBC Copyright

This should be used when entering details of BBC archive and extracts from BBC programmes or content. The information required for this type of copyright should be obtained from the original PasB or PasC. Always go back to the original source to check the information, as you might find that something you thought was BBC copyright is from an external source. It’s important to check the original paperwork and then clear and report accordingly.

There should be one entry for every copyright element in the extract. For example, if an extract is used that contains stills, purchased film, literary material, or scripts, then these elements need to be reported in the relevant sections in the Copyrights form.

Profit Share

Make sure you report any problematic content with profit share or restrictions, plus clips with profit share due to camera operators. Even though this is not required for UK transmission, they may be due further payments because of BBC Studios Distribution clip sales. For example, a cameraman working on a long natural history production might be due a profit share for any resulting sale of their work as part of their contractual agreement.

Report the use of rushes and trims

Material taken from rushes or trims must be cleared for use, so you must check who owns the material and enter the details in the appropriate section of the Copyrights form.

- If the BBC owns the material, enter the details as BBC Copyright
- If taken from an independent commission and the independent production company owns the footage, enter the details as Third Party Copyright

When reporting BBC archive taken from rushes, please record the rushes/trims tape/drive number, folder and clip names, as well as source timecodes in the Description or Context of Use box. This will allow future productions to track back to the original archive source.

Important: The Description box is a key information field, as described in the **Copy from the Silvermouse or Getty database** section above. If the Copyright item has been pulled in from the Silvermouse database, or has been copied, **you must NOT change the Description field** as this would change the Description field for all other instances of the copyright item! If any information doesn't match the archive item required, please create it as a new archive item instead.

Archive Footage: Third Party Copyright

Third Party Copyright is used to record the details of extracts taken from programmes or content that independent production companies have been commissioned to make by BBC Public Service, for the BBC. These items should be cleared with the commissioning genre teams, for example, the Drama or Comedy Business Affairs Teams.

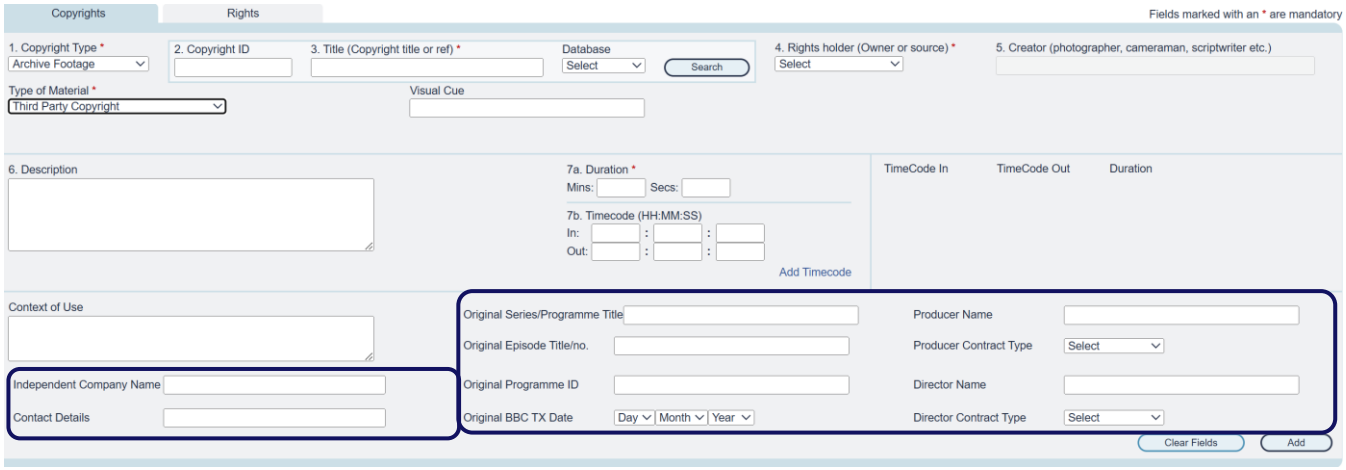
If the programme or content using the third party copyright material is a co-production, the extract should be purchased through the BBC's Commercial Rights, and Business Affairs team. This is because programmes or content with co-production investment are cleared for the purpose of commercial exploitation and the BBC's clip rights in its own independent production commissions are always limited to UK public service rights. Rest of world rights will either be owned by BBC Studios Distribution with the independent production being due a profit share fee, or will be wholly owned by the independent production company in which case it is treated as a normal footage purchase.

In all cases contributors/writers within the extract should be reported in the Contributors form and written material should be reported in the Text copyright section.

If a whole acquired programme is transmitted as part of a longer programme or a piece of content is part of a longer sequence, it should be logged under Third Party Copyright rather than as an Acquired Sequence.

For Third Party Copyright, you should provide full details of the source content by completing additional fields, such as the name and details of the Independent Company, and the full details of the series, programme or content, its Director and Producer, as well as when it was transmitted or published by the BBC (see below).

For Third Party Copyright with profit share agreements, enter the percentage figure due, for example 20%, into the **Context of Use** box. Do not enter it into the Description box.



Best practice advice

For Third Party film footage, provide copyright holder details, a short description, timecodes and duration, and the contract SLA number. In Restrictions, state what rights were acquired, including territory and term, any licence expiry date, and how the rights were cleared/how the fee was paid. Also, note any special profit shares, for example due to camera operators or independent producers.

For music promotional videos from Video Performance Limited (VPL), add the ISRC number from the VPL Repertoire search database, next to the video's title.

Archive Footage: Sports Extracts

There are three Types of Materials for Sports Extracts so choose the one that is relevant for the material you are recording in Silvermouse, whether it is:

- Footage only
- Commentary only
- Footage and Commentary

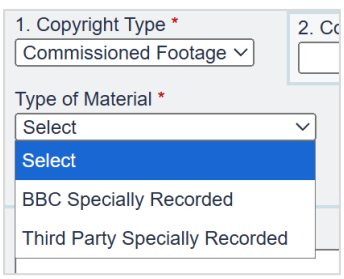
You may have to purchase footage and commentary from various sources; purchased footage should be logged under **Acquired Sequence**.

Best practice advice

Copyright owner rights for sports footage are provided by the sporting association and are rarely held by the BBC. List the timecodes and duration, context of use, SLA number and rights acquired, including territory and term.

Commissioned Footage

When you select Commissioned Footage from the Copyright Type drop down list, the choice within Type of Materials is either BBC Specially Recorded, or Third Party Specially Recorded.



Commissioned Footage: BBC Specially Recorded

Commissioned BBC footage created by an independent production company should be recorded as BBC Specially Recorded.

If all the footage has been specially recorded, this can be noted in the Shoot/Recording Description box in the Front Page form. However, it is also important to enter this in the Copyrights form, and specify whether there are any restrictions on the re-use of the footage in the Add Rights tab. This will make it easier for anyone looking at your PasC to instantly see whether there are any copyright issues with the material.

Commissioned Footage: Third Party Specially Recorded

If an independent production company has been commissioned to create footage for the independent production, this should be recorded as Third Party Specially Recorded.

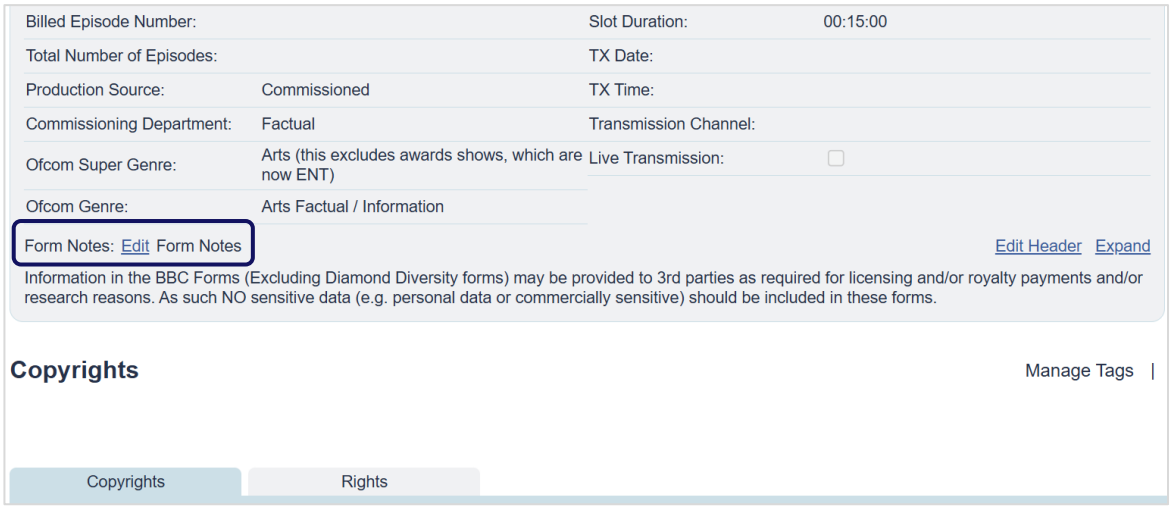
Best practice advice

For Third Party film footage, provide copyright holder details, a short description, timecodes and duration, and the contract SLA number. In Restrictions, state what rights were acquired, including territory and term, any licence expiry date, and how the rights were cleared/how the fee was paid. Also, note any special profit shares, for example due to camera operators or independent producers.

Adding Footage Summary

Productions often ask the BBC Archives team how much of the content is specially recorded and how much is archive material. As the BBC Archives team will always refer enquirers to the PasC paperwork, it is helpful for to provide a breakdown summary in the Copyrights Form's **Notes**:

In the Header, in **Form Notes**, click on **Edit** and break down footage into the categories below.



For each category, add up the total mins:secs used across the programme. This will enable monitoring of archive use and its value to the business.

BBC Specially Recorded 00:00
(Include any specially produced, BBC copyright graphics)

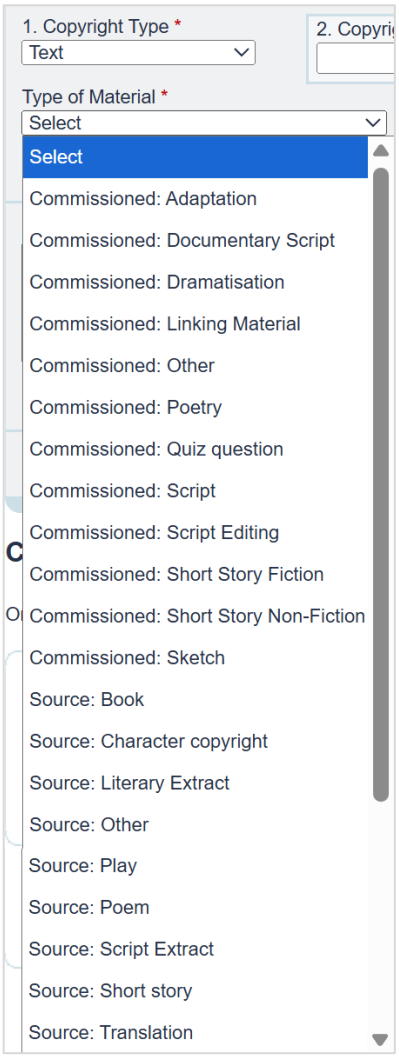
BBC archive "ins" – transmitted programme material 00:00
(BBC copyright only. Include all clips from other programmes)

BBC archive "outs" – rushes/trims/non programme material 00:00
(BBC copyright only)

Acquired footage 00:00
(Non-BBC copyright. All pre-existing material from outside the BBC, whether paid for or not)

Text

The Text copyright type should be used to report any items that relate to written copyright. This means anything literary that may be seen or heard in your programme or content, or anything was used to generate ideas.



When Text is selected as the Copyright Type, there are many Types of Material to choose from. They are prefixed with either Commissioned (created specifically for the content) or Source (existing material) and should be used as outlined below:

- **Commissioned: Adaptation** to record details of an adaptation made of a literary work
- **Commissioned: Documentary Script** to record details of a documentary script that has been used
- **Commissioned: Dramatisation** to record details of a dramatisation made of a literary work
- **Commissioned: Linking Materials** is mainly used for Entertainment and Factual to record the details of scripted materials written for panel show presenters or documentary links between films
- **Commissioned: Other** can be used if the item you are recording the details for does not come under one of the other Commissioned options.

  This should also be used if a contributor has an 'Additional Elements' deal or 'Showrunner' deal
- **Commissioned: Poetry** to record details of a poem, irrespective of how much was used
- **Commissioned: Quiz question** to record details of quiz questions
- **Commissioned: Script** to record details of a script that has been written for your programme or content

  Where the script has been written by someone on a contract of employment with the BBC, for example the producer, assistant producer, or researcher, enter their name in the Scriptwriter field and within the Add Rights tab select BBC Staff/Freelance Contract
- **Commissioned: Script Editing** to record the details of a rewrite performed on a pre-existing script
- **Commissioned: Short Story Fiction** to record details of specially written fictional stories
- **Commissioned: Short Story Non-Fiction** to record details of specially written non-fictional content
- **Commissioned: Sketch** to record details of a sketch that has been written for your programme or content
- **Source: Book** to report if a whole novel has been dramatised, or a factual publication has been used for a documentary
- **Source: Character copyright** to record where an existing character has been used
- **Source: Literary Extract** to report if you have quoted directly from a book, magazine, or newspaper
- **Source: Other** to report any other written material that does not fall within one of the other Source options

- **Source: Play** to report an extract or quote taken directly from a play, or if the whole play is being used
- **Source: Poem** to report an extract or quote taken directly from a poem, or if the whole poem is being used
- **Source: Script Extract** is used for an extract from a scripted programme or content; this may be an extract from any of the literary types of work, for example an extract from a documentary script or an extract from a sketch. Please include details of the writer of the extract
- **Source: Short story** to report an extract or quote taken directly from a short story, or if the whole short story is being used
- **Source: Translation** to report an extract from a translated work, or the whole work in its entirety. Make sure you include the original author and translator's details.

  If you are adapting a translated work, the adaptation should be listed under **Commissioned: Adaptation** and the source work author under **Source: Book** and the translator of the work under **Source: Translation**

Enter the Text copyright item following the **Enter copyright details** instructions using these guidelines:

- **Description**. If you are recording the details of a book, include the ISBN (International Standard Book Number) reference which is a unique numbering system used by publishers worldwide. This number is usually found on the back of the title page or on the back cover of the book and contains 10 or 13 digits
- **Previous Title(s)**. If the script or copyright item was formerly known as something else, enter it here
- **Original Episode Title/no**. If entering details about a programme extract, it's important that you include the Original Series, Title and Episode Number, for example Luther Series 2, Episode 2. If the details don't fit into this text box, you can also enter it in the **Previous Title** field
- **Extract Type**. If entering details about a programme extract, don't forget to select the extract type from the drop down list
- **Timecode (HH:MM:SS)**. If you're entering timecodes for a script that has been written for you, the timecode should be the entire duration of the content or programme.

  For sketches, it is important to enter the length of each individual sketch, as sketch writers are paid repeat fees on the duration of the material used.

  Writers of quiz questions are paid per question rather than duration, so the timecode is only important to identify which questions are scripted. Enter the **Timecode In** for the question being asked and then add a few seconds for the duration.

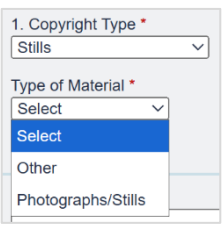
  Linking material should show the Timecodes for the start and finish of the material

Best practice advice

For Script Extract or Literary Extract, provide as much information as possible about where the extract was originally taken from, such as any original TX dates, and include the rightsholder and the duration.

Stills

When Stills is selected as the Copyright Type, there are two Types of Material to choose from; Photograph/Stills and Other.



Best practice advice

Provide copyright holder details, description to help identify the work with any reference numbers, timecodes and duration, or rights contract number for a BAPLA still.

Under Restrictions, state what rights were acquired, including the territory and the term, and any licence expiry date.

Stills: Photograph/Stills

Photograph/Stills should be used to record the details of all photographs included, whether specially recorded or sourced from a third party. This also includes any royalty free stock photos.

Complete one entry per image, and not per contract or per owner or source, and make sure you only record the details for the programme or content in which it has been used.

Enter the Stills copyright item following the **Enter copyright details** instructions using these guidelines:

- **Title**: Enter the supplier's reference number and title description of the still

  If the still is from a picture library their reference number will be available on their download site
- **Rights holder (Owner or source)**: This could be a picture library, a publication or an individual, for instance a contributor
- **Context of Use**: State how the still was used, for example as set dressing in a drama, or as part of the narrative for illustration

Stills taken from a Book

If you are entering the details of a still that has been taken from a book, refer to the acknowledgements section at the end of the book for the copyright details.

- **Description**: Enter a description of the still and include the page number from which the still was taken, and the ISBN (International Standard Book Number) reference which is a unique numbering system used by publishers worldwide. This number is usually found on the back of the title page or on the back cover of the book and contains 10 or 13 digits
- **Date of Publication**: Enter the date it was published

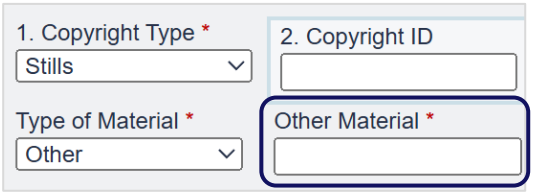
Stills taken from Newspapers or Magazines

If the still has been taken from a newspaper or magazine:

- **Description:** Enter a description of the still and include the publication title and page number
- **Date of Publication**: Enter the date it was published

Stills: Other

Stills: Other should be used to record details of Book, Album or DVD covers. Most covers do not require clearance but there are some limited exceptions, such as The Beatles album covers, so it is important you check. You should still enter the details here, and in the Rights tab select Clearance Not Necessary.



When you select Stills: Other, an extra field is displayed so you can include the type of item you are entering, for example Album Cover or Book Cover.

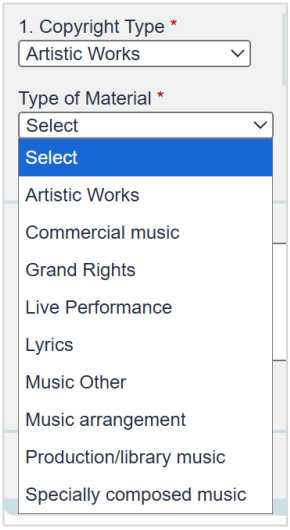
For example, if you have downloaded an image of a copyright-protected artistic work taken from a book, Other should be used to log the details of the image and the original artistic work should be recorded separately under Artistic Works, as they will have had individual contracts and payments.

Artistic Works

When Artistic Works is selected as the Copyright Type, there are several Types of Material to choose from.

The Artistic Works Type of Material should be used to record details of paintings, drawings, maps, sculptures, and many other forms of visual art. You also need to report artistic work, even if it is a photograph of the artistic work that has been used. The photo would be reported under the Stills type, and the actual artistic work reported here.

The music Type of Materials listed below should be used to record when a contract has been issued or when special clearance or consent was required; this could be because the music item was not available under the standard Music Blanket Agreement terms. Although this will have incurred costs to your production, do not include any financial information in the Copyrights form.



- Commercial music
- Grand Rights
- Live Performance
- Lyrics
- Music Other
- Music arrangement
- Production/library music
- Specially composed music

All music must also be reported in the Cue Sheet.

Graphics

If you've had graphics created for the programme or content, these should be reported in the Graphics section, and in the Add Rights tab to clarify what rights have been acquired.

Acquired graphics should be reported under the Acquired Sequence section.

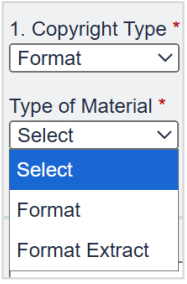
Existing graphics from previous BBC programmes, for example the Only Fools and Horses logo, should be reported in the BBC Copyright section.

Format

When Format is selected as the Copyright Type, there are two Types of Material to choose from; Format and Format Extract**.**

Format

This copyright type should be used to record where a format agreement is in place, for example for dramas or entertainment shows.



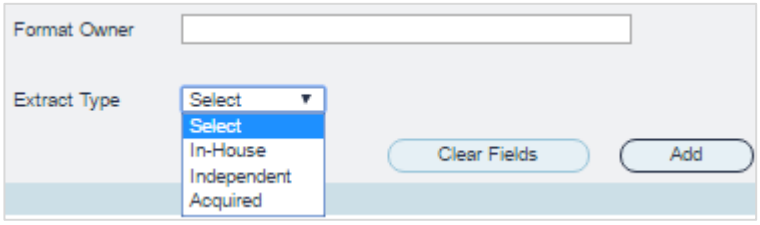
- **Previous Title:** Enter any previous name the content has been known as

  Also use this box to record the original title of the content, if appropriate

Format Extract

The Format Extract is used to record where an extract has been used which has a format agreement in place, for example a clip of an entertainment show.

When this is selected, the format extract type needs to be identified as either In-House, Independent or Acquired:



Locations and Access

If there are any restrictions on the re-use of locations in your programme or content, then report the location information in the Add Copyrights tab and enter the restrictions in the Add Rights tab.

- **Description**: Enter a description of the location being used
- **Context of Use**: Enter the details if the location is being used to represent another real or fictional location

This information is useful for contractual reasons if there is a possibility of re-use by another programme or in other media. It will also help the BBC Archives team know if they can make the material available for stock shots.

Other

The Other copyright type will only be used rarely, as most copyright items will be reported in one of the previous copyright types. Possible uses for **Other** include:

- The use of toys or games as an integral part of your programme or content, for instance using the Monopoly board as a feature in an item on house prices
- Reporting the details of any software that you have featured in your programme or content, for instance in a sequence watching an animator at work
- Costumes from film characters, for example Batman and Robin

When you select Copyright Type as Other and Type of Material as Other, an additional Other Material field is displayed, and you will be required to enter a description of what other type of copyright material you are entering the details for, for example desktop publishing or game.



- **Title (Copyright title or ref):** The name of the game or software, for example

- **Rights owner**: In many software applications the copyright information can be found by clicking on Help in the top menu bar, and then selecting About

User-Generated Content

Where users make, share or submit their own, original User Generated Content including text, photos, and video, record its use within the appropriate copyright type, for example Stills or Text.

General Best Practice advice

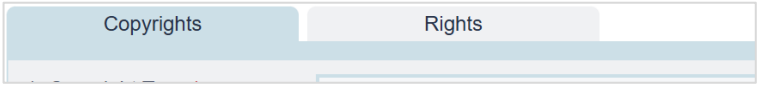
Always ensure the correct Copyright Type and Type of Material has been selected; please refer to the Types of Copyright and Type of Material section of this helpcard if you are unsure

Enter copyright details

This section provides a general description of how to enter copyright items within Silvermouse. For more specific information about the different copyright types, please refer to the individual sections above**.**

Please ensure you read the **Essential Information you need to know about entering Copyright items** section of this helpcard before you complete the Copyrights form.

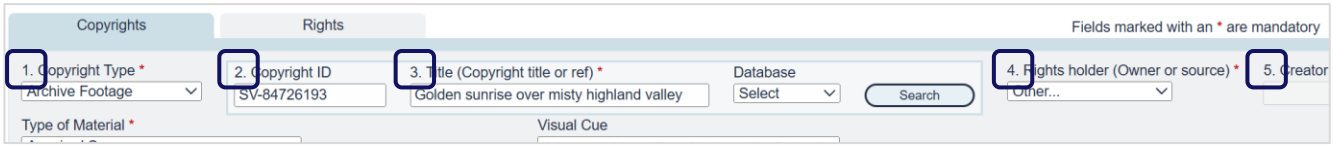
Entering information into the Copyrights form is a two-stage process:



- In the **Copyrights** tab, identify the **Copyright Type** you are recording the details for, and enter a description of what it is, who owns it, where it appears in the content and the context of use
- In the **Rights** tab, enter the rights associated with the copyright item, including the **Contract Type** (or clearance method used), **Contract Number** and any **Restrictions** on the use of the item.

  Please refer to the **Enter copyright rights** section of this helpcard for more details

Enter the details by following the numbers in the form:



- **1. Copyright Type**: Select the type of copyright you are entering from the drop down list

  Type of Material: Select from the drop down list (which will be determined by the Copyright Type that has been selected)

- **2. Copyright ID**: This is the unique ID that identifies the copyright item, either in the Silvermouse or Getty databases. Enter the Copyright ID if you have it, or leave it blank as this will auto-populate when you select an item from either database (if an ID has been given to the item)

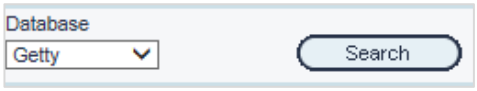
- **3. Title (Copyright title or ref)**: Enter the official title of the copyright item, or the suppliers reference number

  Database: If you wish to search either the Getty or Silvermouse databases for an item, select the relevant option from the drop down list.

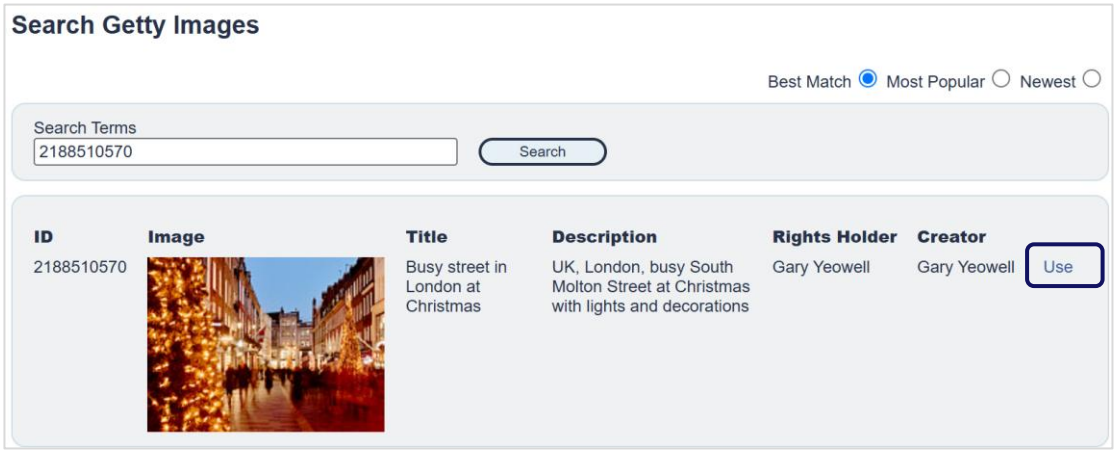
If using the Getty database then the **Title** is used to perform the search. If a **Copyright ID** has been entered, this will be the only term used.

If using the Silvermouse database, **Type**, **Copyright ID**, **Title**, **Source**, and **Description** are all used to search against.

Click on **Search** and a new window will show the results:



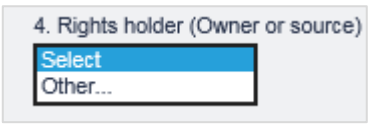
- Click on **Use** to select an item, or change the search terms in this window to search again



You can refine your Getty database search results by selecting the Best Match, the Most Popular, or the Newest entries:



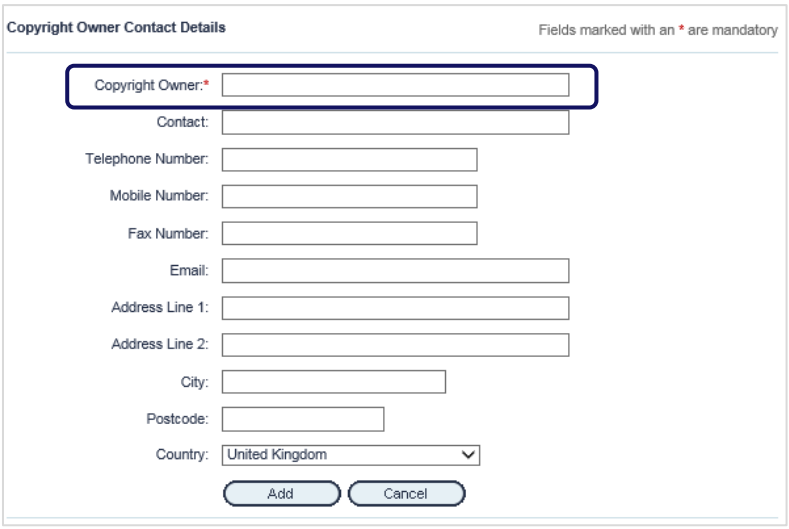
- **4. Rights holder (Owner or source)**: If you have searched for and found the copyright item, the Rights holder will automatically be populated.



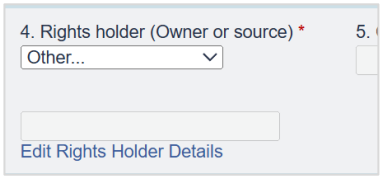
If not, select **Other…** from the drop down list and enter the name of the **Copyright Owner**. No other information is required for data protection

Then click on **Add**

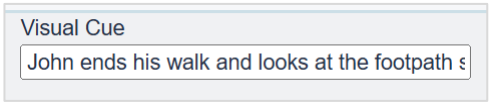
If you need to edit the Copyright Owner or Rights Holder, click on the **Edit Rights Holder Details** link displayed beneath



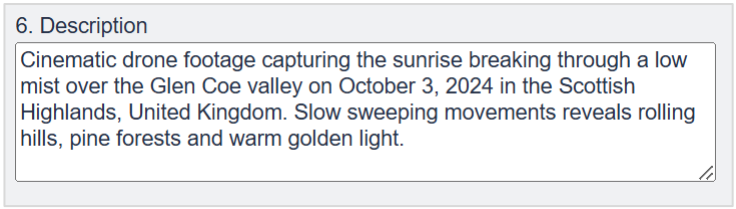
the Rights Holder drop down list



- **5. Creator**: This is Read Only and will auto-populate when an item is selected from the Getty database
- **Visual Cue**: Enter a visual description to identify the copyright item in the content (max 300 characters)

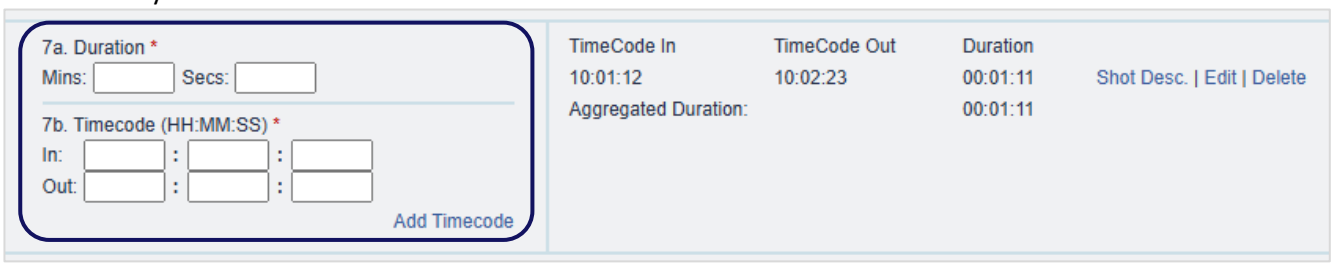


- **6. Description**: Type the description of the copyright item as provided by a stock library or the copyright owner. If none has been supplied, type a description of the copyright item, NOT of how it has been used



This is a key piece of information and will be linked to the copyright item every time it is used. Please refer to **Copy from the Silvermouse or Getty database** section of this helpcard for more details

- **7a. Duration**: The duration will be automatically calculated when you enter the In and Out Timecodes
- In **Timecodes**, enter the **Start** and **End Timecodes** in the format HH MM SS and click on **Add Timecode**. The cursor will automatically move to the 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



Multiple In and Out Timecodes can be added if the item has been used more than once in your content and the **Aggregated Duration** will then show the total use of the item

- **Shot Desc.**: If you have entered more than one In and Out timecode, Shot Description allows you to add a unique description to an individual timecode. Click on the link to next to the timecode you wish to add a unique description to and describe that piece of the film and VT being used (maximum 500 characters).

  Enter the shot description in the pop up window and click on **Update** to save.

  To edit the shot description, just click on the link again.

  The Shot Description will appear next to the Timecode information when the form is PDF'd
- **Edit** or **Delete**: Click on the appropriate option to edit or delete the Timecode information
- **Context of Use**: Enter a description of how the item was used (maximum 500 characters)



Additional copyright fields

Depending on which Copyright Type and Type of Material combination you have selected, there will be other information that needs to be completed as well. The following table shows the full list of all the extra fields that will be displayed based on the various combinations. They are not all displayed at the same time, and you will not have to complete them for every item you enter.

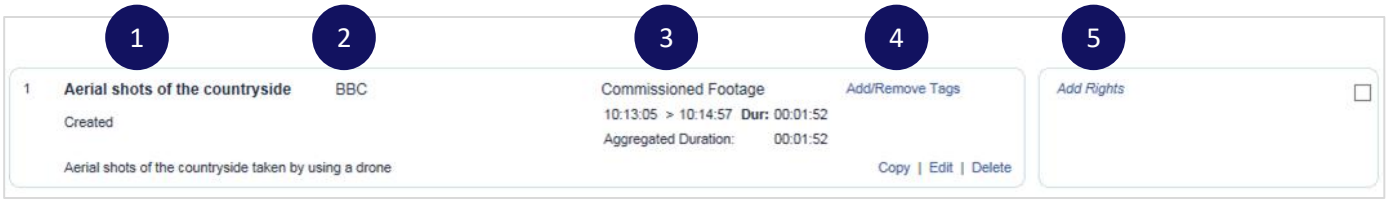
Name of box	Description
Original Series/Programme Title	Original Series/Programme Title that the footage was sourced from
Original Episode Title/no.	Original Episode Title that the footage was sourced from
Original Programme ID	Original Programme No./UID that the footage was sourced from if it has one
Original BBC TX Date	Original transmission date of the programme or publication date that footage was sourced from
Previous Title(s)	Previous Titles used to refer to the copyright item
Scriptwriter	Name of the Scriptwriter in the format Forename Surname
Format Owner	Owner of the Format copyright
Extract Type	Production Source of the Extract Type, either In-House, Independent or Acquired
Author	Name of the Author of the literary work/format
Translator	Name of the Translator of the literary work/format
Date of Publication	Date of Publication of the literary or visual work
Artist/Photographer	Name of the Artist/Photographer of the visual work
Composer/Arranger	Composer/Arranger for the music copyright
Producer Name	Name of the Producer
Producer Contract Type	Contract Type for the Producer

Name of box	Description
Director Name	Name of the Director
Director Contract Type	Contract Type for the Director
Event	Event Title for the extract
Event Date	Date of the Event used within the extract
Independent Company Name	Name of the Independent Company that has produced the Third Party Copyright
Contact Details	Contact Details of the Independent Company that has produced the Third Party Copyright

- When all the information has been entered for the item, click on **Add**



The item will be saved and appear at the bottom of the screen:



1. The **Title** and **Description** of the copyright item
2. The **Rights holder** and the **Creator**
3. **Copyright Type** and the **Timecodes** added
4. **Add/Remove Tags** to/from the item; please refer to the **Tags** helpcard for more details
5. The **View Rights** summary is shown if rights have been entered, or a link to **Add Rights** if this still needs to be done

You can **Copy**, **Edit** or **Delete** the copyright item.

Please refer to the **Copy from the Silvermouse or Getty database** section of this helpcard, and the **Copy Content** helpcard for important information about, and more details on, copying.

Click on **Edit** to open the item in the Add Copyright section. make the required changes and click on **Update** to save them.

If you click on **Delete**, a confirmation pop up window will display; click on **Ok** to continue with the deletion or **Cancel** to cancel it.

Working with the copyright items

As you add copyright items, they will be listed beneath the Copyrights Input Bar. Silvermouse provides some tools to help you work with them if the list is long, such as ordering them by timecode or filtering by tags.



6. **Order copyrights by**: This drop down list allows you to change the order the copyrights are displayed in. Select either Copyright creation date (the default), Copyright title, Copyright type, Copyright source, or Copyright timecode



7. The total number of copyright items in the form is shown; click on **Next** to move to the next page, if there are more than 50 items. You can also move to the next page of copyright items using the navigation at the bottom right of the form



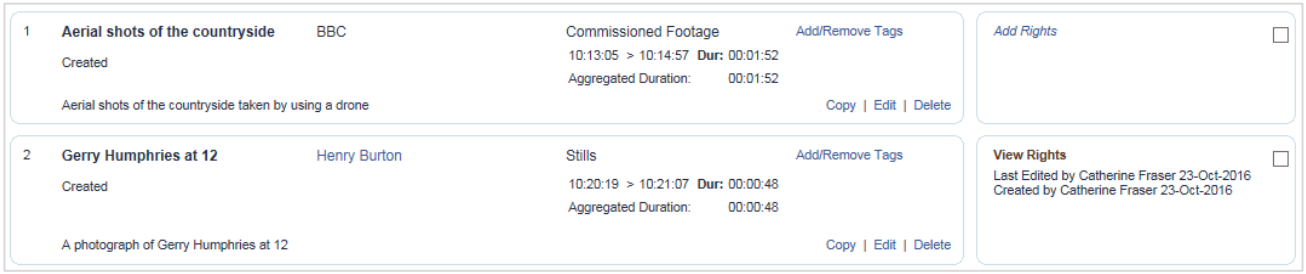
8. **All/Filter by Tags** – this allows you to choose specific tagged items that you would like to be displayed. Please see the **Tags** helpcard for more details
9. The number of copyright items entered onto the form
10. The **Select All** check box allows you to select all the copyright items within the form so they can be processed

Compact View vs. Full View in Unapproved forms

For incomplete forms, there are two different views within the Copyrights form; the Compact View and the Full View:



- **Compact View** is the default and shows the item details, timecodes etc. and you can see that rights have been added but not what they are:



- **Full View** shows everything, including any rights that have been entered beneath the copyright item:



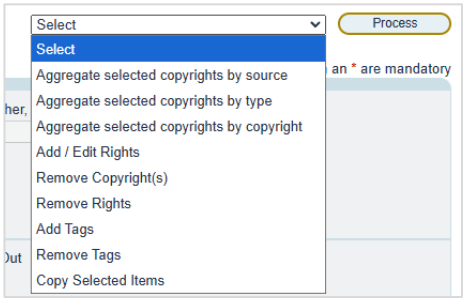
The Process drop down list

The process drop down list allows you to perform several actions on individual or multiple copyright items.

- Select the check box for the copyright items you wish to perform the action on, or select the **Select All** check box:

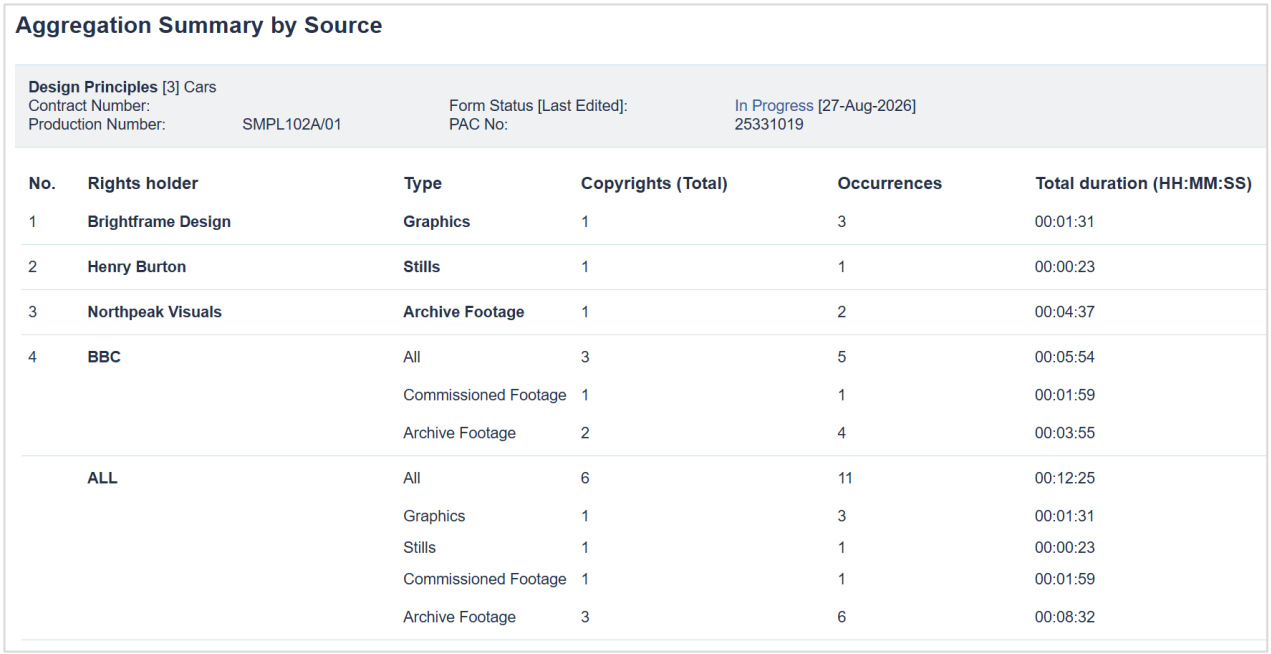


- From the **Process** drop down list select the action you wish to perform and click on **Process**



The Process drop down list options

- **Aggregate selected copyrights by source**
  This summarises all the selected copyrights by the rights owner and sub-categorises by copyright type:

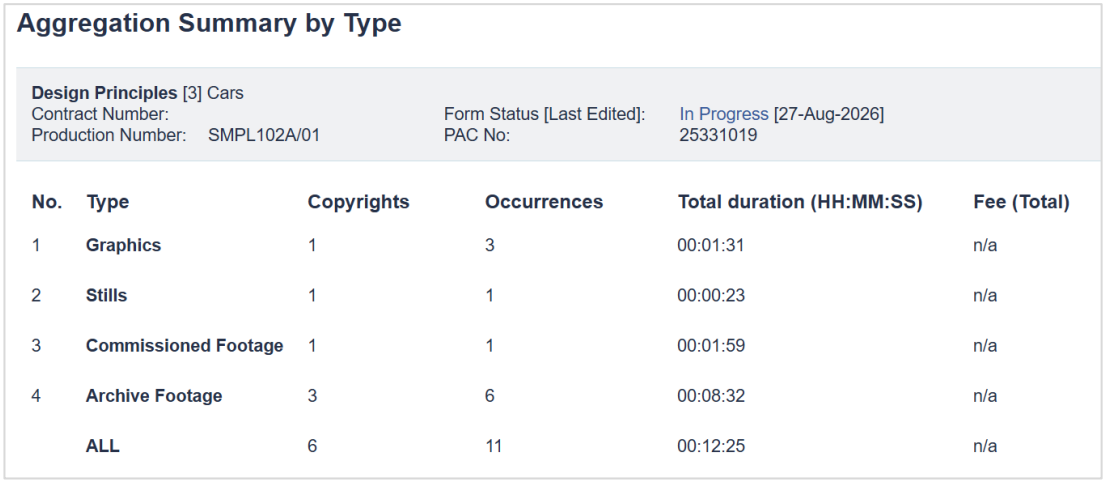


Aggregation Summary by Source

Design Principles [3] Cars
Contract Number:
Production Number: SMPL102A/01
Form Status [Last Edited]: In Progress [27-Aug-2026]
PAC No: 25331019

No.	Rights holder	Type	Copyrights (Total)	Occurrences	Total duration (HH:MM:SS)
1	**Brightframe Design**	**Graphics**	1	3	00:01:31
2	**Henry Burton**	**Stills**	1	1	00:00:23
3	**Northpeak Visuals**	**Archive Footage**	1	2	00:04:37
4	**BBC**	All	3	5	00:05:54
		Commissioned Footage	1	1	00:01:59
		Archive Footage	2	4	00:03:55
	ALL	All	6	11	00:12:25
		Graphics	1	3	00:01:31
		Stills	1	1	00:00:23
		Commissioned Footage	1	1	00:01:59
		Archive Footage	3	6	00:08:32

- **Aggregate selected copyrights by type**
  This summarises all selected copyrights by the copyright type:



Aggregation Summary by Type

Design Principles [3] Cars
Contract Number:
Production Number: SMPL102A/01
Form Status [Last Edited]: In Progress [27-Aug-2026]
PAC No: 25331019

No.	Type	Copyrights	Occurrences	Total duration (HH:MM:SS)	Fee (Total)
1	**Graphics**	1	3	00:01:31	n/a
2	**Stills**	1	1	00:00:23	n/a
3	**Commissioned Footage**	1	1	00:01:59	n/a
4	**Archive Footage**	3	6	00:08:32	n/a
	ALL	6	11	00:12:25	n/a

- **Aggregate selected copyrights by copyright**
  This summarises all selected copyrights:



Aggregation Summary by Copyright

Design Principles [3] Cars
Contract Number:
Production Number: SMPL102A/01
Form Status [Last Edited]: In Progress [27-Aug-2026]
PAC No: 25331019

No.	Copyright title	Copyright ID	Rights holder	Type	Occurrences	Total duration (HH:MM:SS)
1	**Design Principles GFX**		Brightframe Design	Graphics	3	00:01:31
2	**Stock footage: Bentley car driving coutryside**		Henry Burton	Stills	1	00:00:23
3	**Interview with the BBC's current Director General**		BBC	Commissioned Footage	1	00:01:59
4	**Golden sunrise over misty highland valley**	SV-84726193	Northpeak Visuals	Archive Footage	2	00:04:37
5	**Interview with William Haley, the BBC's fifth Director General during WW1**		BBC	Archive Footage	2	00:02:11
6	**Interview with John Reith, the BBC's first Director General**		BBC	Archive Footage	2	00:01:44
	ALL	-	-	-	11	00:12:25

- **Add/Edit Rights**
  This allows you to add rights for a selected copyright item
- **Remove Copyrights**
  This will remove all the selected copyright items from the form. A pop up message will ask if you wish to continue to **Remove Copyrights.** You can click on **Ok** to continue or **Cancel**
- **Remove Rights**
  This will remove the rights data from the selected copyright items. A pop-up message will ask if you wish to continue to **Remove Rights Details**. Click on **Ok** to continue or **Cancel**
- **Add Tags, Remove Tags**
  Please refer to the **Tags**https://www.bbc.co.uk/academy/en/articles/art20161013152040428 helpcard for more details
- **Copy selected items**
  Please refer to the **Copy Content** helpcard for more details

Enter copyright rights

A copyright item recorded in Silvermouse must contain full details of what the item is, and the rights associated with that item. If a copyright item does not have rights assigned, an error message will be displayed when the form is submitted.

Reporting copyright items must be accurate, robust, and detailed. The process of recording information about content is essential so the BBC

- knows who and what is in the content, including actors, scripts, third party material and music
- can report the use of items to rights owners, meeting its legal obligation
- can repeat or re-use content, and pay the relevant contributors
- can commercially exploit the content
- can manage its legal risk

All content must be cleared or approved for use under one of the other clearance types, such as 'fair dealing' or 'insubstantial use'. For more details about fair dealing, please refer to the **Copyright contract types** section of this helpcard.

Copyright contract types

Within Silvermouse, this is the list of copyright contract types that are available for you to select when entering an item:

Copyright Contract Types	Description
BBC/WGGB Agreement	Standard terms agreed between the BBC and Writers Guild of Great Britain for commissioning 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 commissioning script writers/script material. PACT/WGGB terms are used for independent productions.
BBC/DACS terms	Standard terms agreed between the BBC and Design & Artist's Copyright Society for contracting use of existing artistic works.
BBC/BAPLA terms	Standard terms (aka the "General Permissions Agreement") agreed between the BBC and the British Association of Picture Libraries & Agencies for contracting use of existing stills and photos EXCLUDING stock/royalty free stills.
BBC Staff / Freelance Contract	Person providing contributions or materials and who is either under a BBC fixed/continuing employment contract or a BBC freelance contract.
Contract / Terms & Conditions	Contracts, agreements, licences, Terms & Conditions, etc. for contributions and materials that do not fall within other specific Contract Types.
Release Form/Permission Letter/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.

Copyright Contract Types	Description
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 rights owner's permission for: ■ reporting news and current events ■ criticism and review ■ quotation ■ parody, pastiche and caricature ■ illustration for instruction
Await Claim	Use of material without the rights owner's permission, after reasonable efforts to trace the rights owner has failed.
Copyright Expired	Use of material where the rights owner's permission is not required because copyright in the work has expired.
Insubstantial Part	Using an insubstantial part of a work without the rights owner's permission.
Incidental Inclusion	Use of material without the rights owner's permission 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	Contributions and material not requiring clearance, for example: ■ BBC copyright such as some images from BBC Images archive ■ Buildings, sculptures and monuments in public places
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'.
Public Domain	Material is Public Domain and can be used freely in very limited circumstances only where the material is not covered or excluded from copyright. NOTE: Material on the internet is NOT Public Domain.
Online Terms & Conditions	Use of material usually from online sources subject to acceptance or deemed acceptance of Online Terms & Conditions. For example: ■ Stock or Royalty-Free images/footage ■ Creative Commons material ■ Material on social media sites ■ Online maps

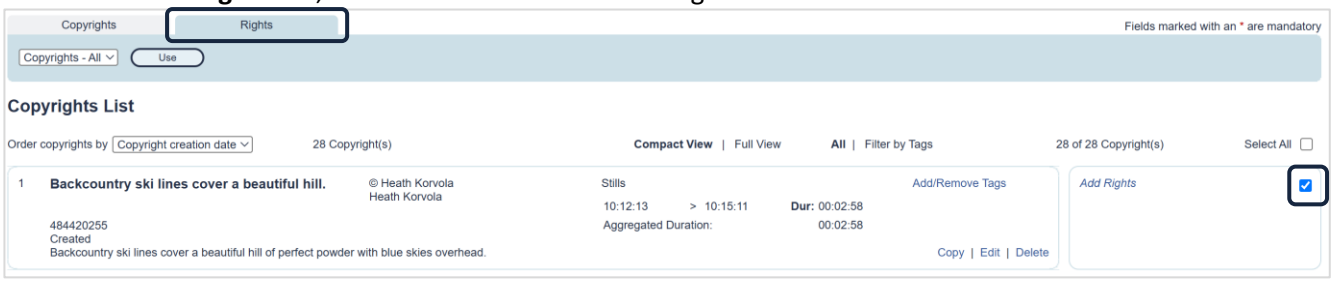
Copyright Contract Types	Description
	■ Crown Copyright Make sure that any restrictions that apply are understood and recorded in the Restrictions box.

Material taken from the internet is NOT Public Domain. It must be cleared using a contract or one of the other options listed under Contract Type.

Enter copyright rights information

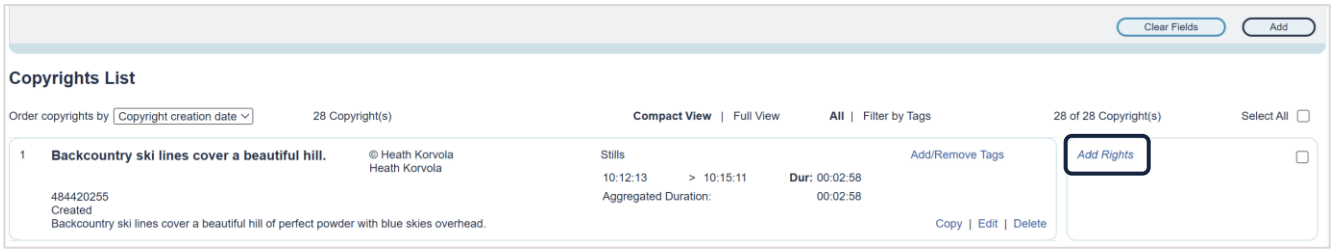
When entering copyright rights information, never include any financial information such as the fee paid or bank account details. Once the copyright items have been added, the appropriate rights that were obtained must be recorded.

➡ Click on the **Rights** tab, and then select the item the rights information needs to be added to

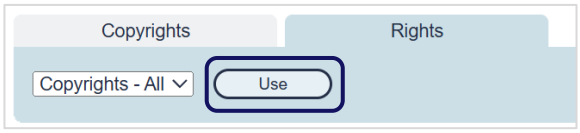


OR

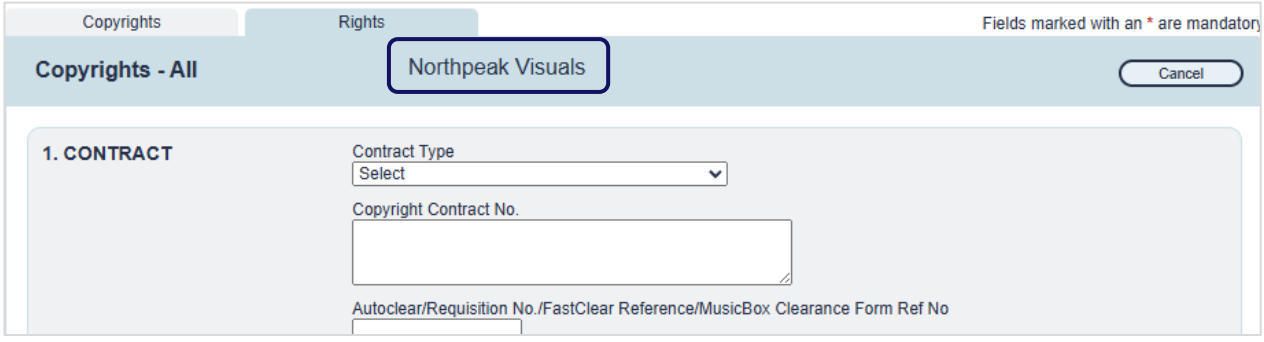
➡ Click on **Add Rights** for the copyright item; this will open the Rights tab, and select the item



➡ Click on **Use**



The copyright owner or source is displayed in the blue tab line:



- From the **Contract Type** drop down list, select the type of contract that was used to clear the copyright item for use.

  If no contract was used, select the basis on which the copyright item was used, for example Fair Dealing, Await Claim or Incidental Inclusion.

  Even if something has not required clearance, for example the majority of album covers, they should still be entered as copyright items, and from the **Contract Type** drop down list, select **Clearance Not Necessary**

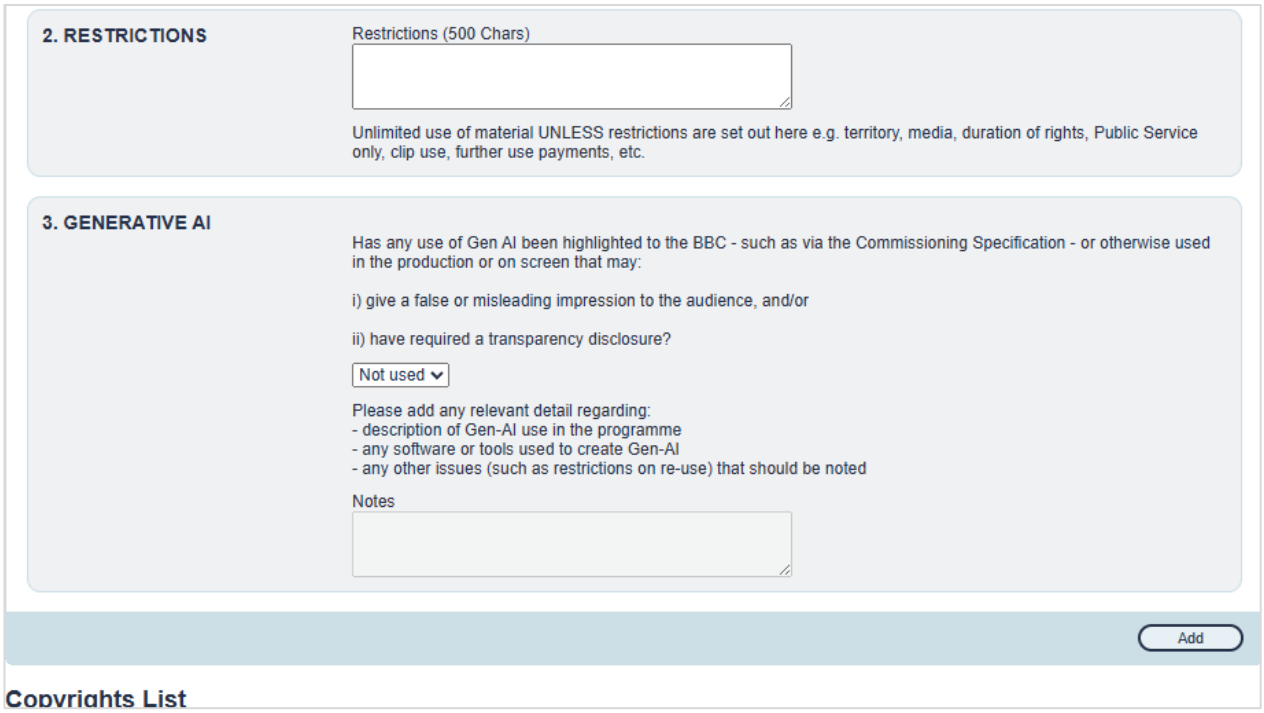
- In **Copyright Contract Number**, type the unique number given to the contract for that copyright item; this is usually written on the contract.

  If no contract was used, for example in the case of Fair Dealing, Await Claim or Incidental Part, then there will be no contract number.

  For Acquired Sequences and Independent Extracts the contract number will be the SLA (sequence licence agreement) number

- The **Autoclear/Requisition No./FastClear Reference/MusicBox Clearance Form Ref No** is not required for independent productions

- In **Restrictions**, type the details of any restrictions limiting the use of the copyright material such as territory, media, duration of rights, or Public Service use only.



  If a non-contractual clearance type was used, include the name of the contact who gave legal advice during pre-production and confirmed which clearance type could be used

Any restriction for a copyright item also needs to be detailed in the Front Page form, and the Non-Linear form if appropriate.

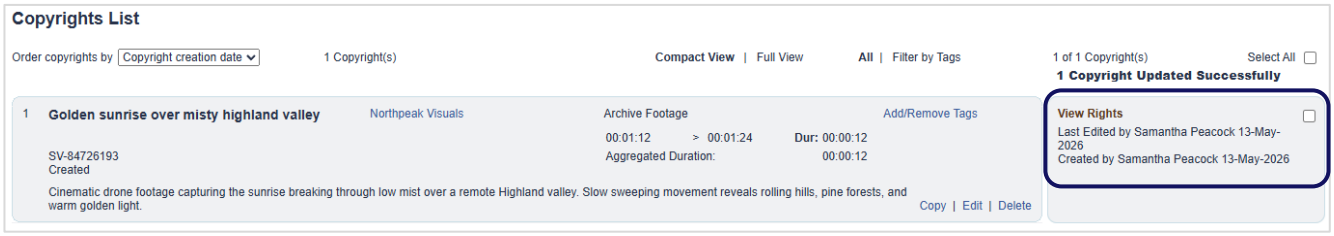
If no restrictions are stated, it will be assumed the copyright item can be used without limitation (in any media, throughout the world and in perpetuity) or in line with the standard terms selected in the Contract Type.

- From the **Generative AI** drop down list, select **Used** if the copyright item was created using AI

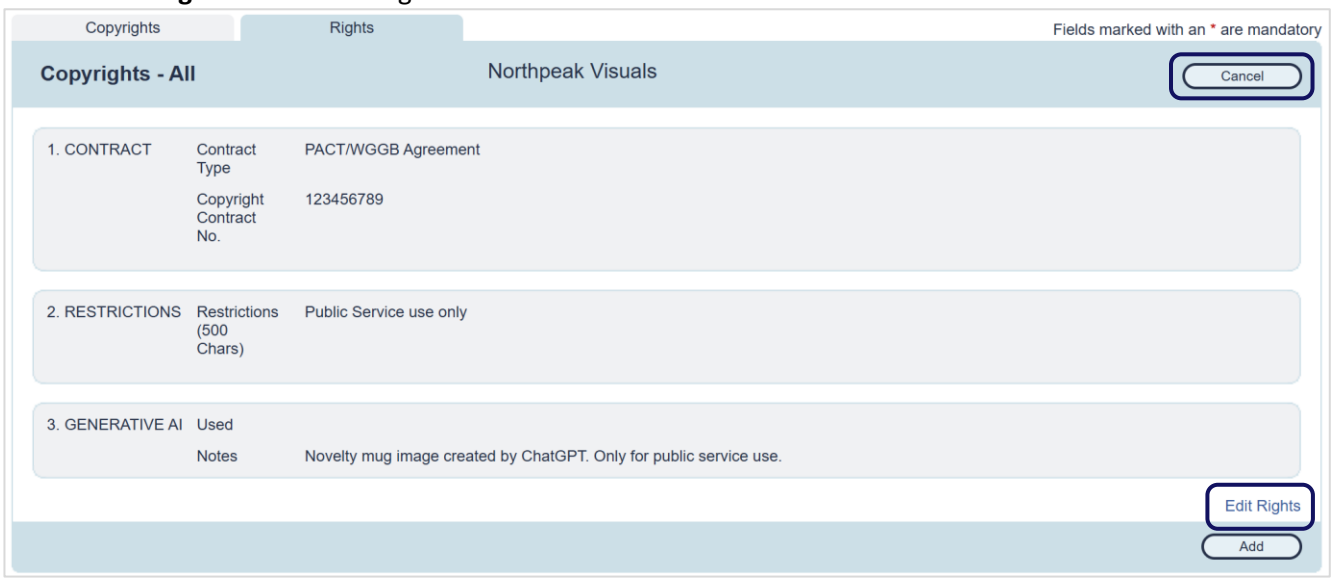
- If Generative AI was used, in **Notes**, type the full description of the item, what tools or software were used to create it, and any other issues that should be noted, such as any restrictions on re-use
- When all the details have been entered, click on **Add**

To view the rights once they have been entered:

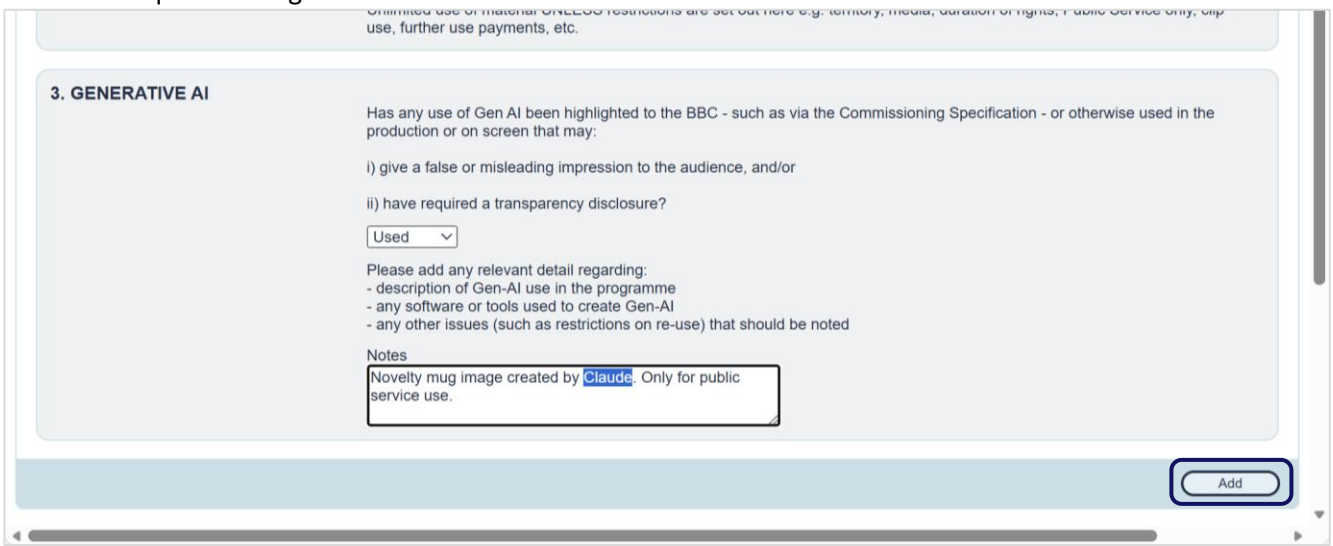
- Click on **View Rights**:



- Click on **Edit Rights** to make changes or **Cancel** to exit the item



- Make the required changes and click on **Add** to save



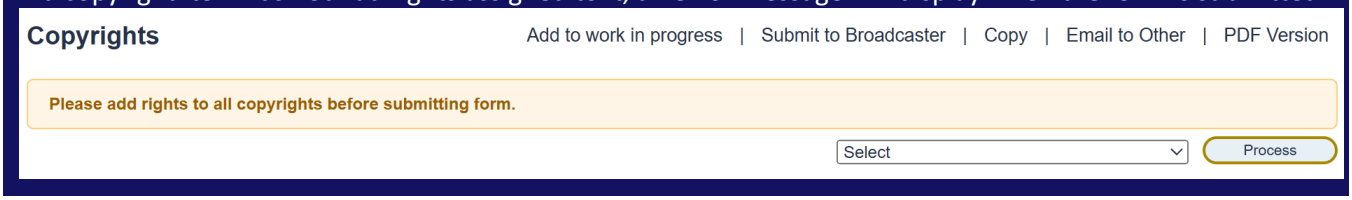
Add rights to multiple items

Applying rights to multiple items can be useful if unique information is not required, for example to apply the Release Form/Permission Letter/Consent Form contract type. Copyright items with a contract should be entered individually, as a Copyright Contract No. needs to be attributed to each item.

If you want to add rights to multiple items simultaneously:

- Select the items
- Click on **Use**
- Enter the details and click on **Add**
- Once all the copyright items in the content have been added with their associated rights, click on **Submit to Broadcaster**

If a copyright item has not had rights assigned to it, an error message will display when the form is submitted:

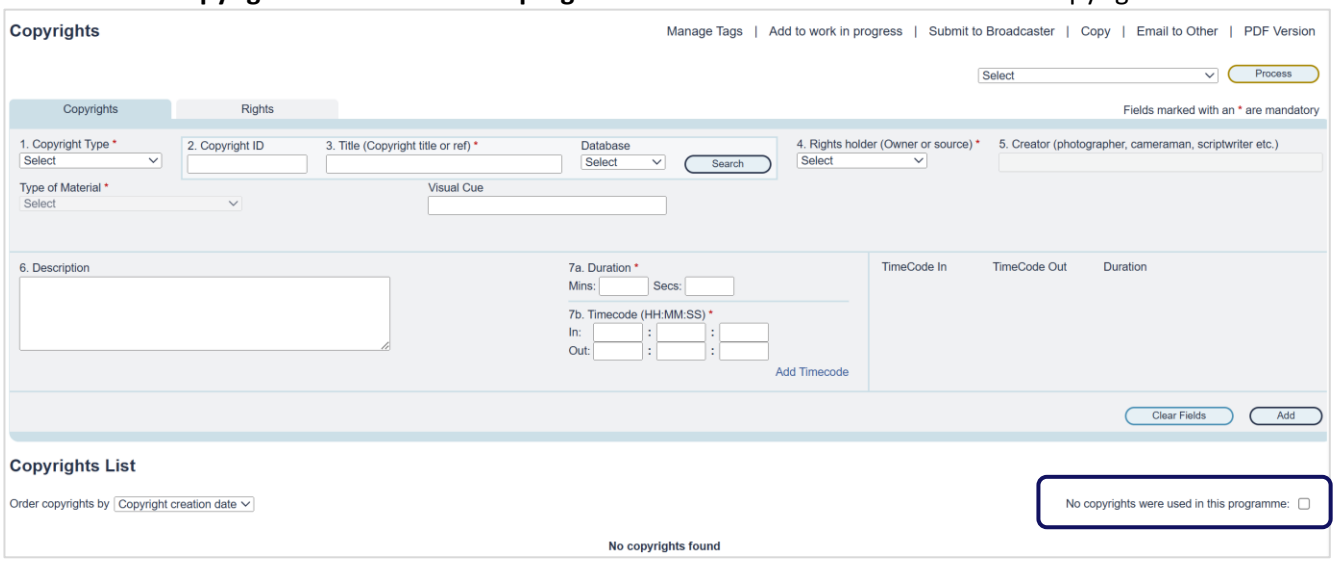


No copyrights were used in this programme

The Copyrights form needs to be submitted so the programme paperwork can be completed, even if there were no copyright items in the programme. This includes non-linear content.

To confirm there were no copyright items in the content:

- Select the **No Copyrights were used in this programme** checkbox at the bottom of the Copyrights form:



- Click on **Submit to Broadcaster**