

CONCLUSIVE STATEMENT OF PROCEDURE TO BE
FOLLOWED IN CONNECTION WITH CORRECTIVE ENTRIES

Following submission to the Register of Copyright and the Senior Law Officer of the "Preliminary Statement of Procedure to be Followed in Connection with Corrective Entries," the following procedure resulted and has been affirmed by the Register of Copyrights according to his written remarks and initialing of the preliminary statement just referred to:

"All corrective entries must be authorized by the Revisory Board. Such matters must have the approval of the Board before conducting any correspondence relative thereto. In this connection the Chief of the Examining Section will act as a member of the Revisory Board.

- (1) Material in the first instance is to be forwarded to the Chief Examiner to gather all factual data for the consideration of the Board.
- (2) In the event that the Chief Examiner does not agree with the request for a corrective entry, the Chief Examiner will, before search, take the matter before the Revisory Board to determine this point.
- (3) In the event a corrective entry is agreed upon, there must be deposited (in the case of a published work) two copies of the best edition of the work then published, the proper application form correctly filled in, and the registration fee of two dollars. In the case of an unpublished work, one copy, application and one dollar are required. The return of the original certificate should be demanded, but if that cannot be supplied and the facts are supported by a sworn statement, the corrective entry may nevertheless be made.
- (4) Corrective entries can be made at any time during the original term of copyright.
- (5) A corrective entry can only be made by the existing copyright owner. Other interested parties, such as the author, are not entitled to demand a corrective entry. The copyright owner, of course, can act through an agent in the filing of an application. Joint claimants must all agree before a corrective entry is made.

"Corrective entries shall not be made in the following cases:

- (a) To note a change of address.
- (b) To note a change of name as the result of marriage.
- (c) To furnish the true name of the author where a pseudonym has originally been given.
- (d) To change the title.

"These changes can, when deemed advisable, be noted in the general index by suitable cross-reference cards.

"At the time the Chief Examiner prepares the material for consideration by the Board in connection with corrective entry cases, there shall be made the usual Unfinished Business envelope bearing the recommendation of one of the Examiners, which recommendation can then be acted upon by the Revisory Board with the Chief of the Examining Section acting as a member of the Board."