

# Responding to a Mandatory Deposit Notice

## by Registering Your Work

If you receive a written notice from the Copyright Office for a work subject to mandatory deposit, you must respond within three months by submitting the required number of copies or by registering your work with the Copyright Office.

This circular provides instructions when you respond to a notice by registering your work. It covers

- Packaging an electronic shipping slip with a physical deposit when you register online
- Bundling a deposit and filing fee with a paper application

All works under copyright protection that are published in the United States are subject to the “mandatory deposit” provision of the copyright law. As a general rule, it requires that two copies of the “best edition” of a copyrightable work published in the United States be sent to the Copyright Office within three months of publication. The Office can issue a written demand for copies or phonorecords for the Library of Congress at any time after a work has been published in the United States. When you receive such a demand notice, you must respond within three months by submitting the required number of copies or by registering your work with the Copyright Office. This circular covers the process for responding to a written notice by registering your work.

For more information about mandatory deposit, see *Mandatory Deposit of Copies or Phonorecords for the Library of Congress* (**Circular 7D**) or contact the Copyright Acquisitions Division at [cad@copyright.gov](mailto:cad@copyright.gov) or (202) 707-7125.<sup>1</sup>

### Registering Online

1. Print the deposit copy shipping slip produced by the online registration system.
2. Attach the mandatory deposit notice and the shipping slip directly to the deposits. If you are submitting multiple applications, match the shipping slips with the appropriate deposits. Place the mandatory deposit notice on top of the submission so that it is visible when the package is opened.
3. Send all items in a single package to the address on the shipping slip.

## Registering Using a Paper Application

1. Bundle together all deposit copies for a single work.
2. Attach the mandatory deposit notice, the completed application form, and the nonrefundable filing fee directly to the deposits for each work you submit. Place the mandatory deposit notice on top so that it is visible when the package is opened.
3. Send all of these items in a single package to  
Library of Congress  
Copyright Office—CAD/AD  
101 Independence Avenue SE  
Washington, DC 20559-6601

The Copyright Acquisitions Division will forward your submission to the Registration Program once it is received.

## Mail Security Measures

To avoid damage to your deposit from mail security measures in effect on Capitol Hill, where the Copyright Office is located, package microform deposits and electronic media such as CDs and DVDs in boxes weighing no more than twenty pounds each rather than in envelopes. CDs and DVDs packaged in standard-size jewel cases are more likely to survive security measures, which include an irradiation process, than those packaged in slim-line cases.

**NOTE:** We recommend that you send your package using a traceable mail method. This will allow us to confirm delivery of the shipment.

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### NOTE

1. This circular is intended as an overview of registering a work with the Copyright Office after receiving a mandatory deposit notice. The authoritative source for U.S. copyright law is the Copyright Act, codified in Title 17 of the *United States Code*. Copyright Office regulations are codified in Title 37 of the *Code of Federal Regulations*. Copyright Office practices and procedures are summarized in the third edition of the *Compendium of U.S. Copyright Office Practices*, cited as the *Compendium*. The copyright law, regulations, and the *Compendium* are available on the Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

## **For Further Information**

### ***By Internet***

The copyright law, the *Compendium*, electronic registration, application forms, regulations, and related materials are available on the Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

### ***By Email***

To send an email inquiry, click the *Contact Us* link on the Copyright Office website.

### ***By Telephone***

For general information, call the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 am to 5:00 pm, eastern time, Monday through Friday, except federal holidays. To request application forms or circulars by postal mail, call (202) 707-9100 or 1-877-476-0778 and leave a recorded message.

### ***By Regular Mail***

Write to

Library of Congress  
U.S. Copyright Office  
Outreach and Education Section  
101 Independence Avenue, SE #6304  
Washington, DC 20559-6304

