
The
FELLOWSHIP

for readers of The Urantia Book

September 1, 1992

Dear Urantia Book Reader:

Special Projects Committee is preparing a second edition of the Resource Guide for Secondary Works of The Urantia Book. The materials you will need to submit a new work or to revise a previous listing are enclosed.

New Listings:

If you have a secondary work that you would like to submit for inclusion in the Resource Guide, please read the enclosed materials and send the following for each work submitted:

- . a Listing Form
- . a Distribution Agreement - completed by the author and distributor, if any
- . a copy or reproduction of the work

Revised Listings:

If you have a secondary work that was listed in the first edition of the Resource Guide, you may wish to revise or update your listing. Please review the enclosed copy of your original listing and send the following for each work whose listing you want changed.

- . a Listing Form
- . a Distribution Agreement - if there has been a change in distribution arrangements since the original listing

We hope that the new edition of the Resource Guide will be inclusive of all the materials that are currently available to the readership of The Urantia Book. Please send your contributions by November 1, 1992, and do not hesitate to contact us if you have any questions or comments.

Sincerely,

Bob Bruyn
for Special Projects Committee

Members:

Bob Bruyn, chair
Tony Finstad
Cece Forrester
Barbara Kulieke
Lee Smith
Larry Watkins

Adjunct Members:

Ticky Harries
Larry Mullins
Ken Raveill
Bill Rocap

Enc.: Procedures and Guidelines
Copyright Considerations
Listing Form
Distribution Agreement

529 Wrightwood Avenue, Chicago, IL, 60614 USA
Phone (312) 327-0424, Fax (312) 327-6159

The
FELLOWSHIP

for readers of The Urantia Book

PROCEDURES AND GUIDELINES FOR SUBMISSION OF WORKS
FOR THE FELLOWSHIP'S RESOURCE GUIDE FOR SECONDARY WORKS
OF THE URANTIA BOOK

This project is intended to be an ongoing effort by The Fellowship to help make readers aware of, and facilitate the distribution of, secondary works on a broad scale. It is our intention that this project be as widely inclusive as possible consistent with the guidelines presented below. We welcome feedback on ways that this project might be improved for future editions.

Procedures for Including a Work in the Resource Guide

To submit a new or revised work, you should complete the Listing Form and the Distribution Agreement (one copy for each work being submitted) and send them along with a sample of the work to The Fellowship. Indicate whether you wish the sample to be returned. Works not returned will be placed in the Archives Library.

If the work is included, you will receive a confirmation letter showing the wording of the listing of the work, and will have an opportunity to make any corrections needed.

Another Listing Form and another Distribution Agreement will be included so that you may send in changes as soon as they become effective. These changes will be entered immediately into the database and reflected in subsequent editions of the Guide.

In filling out the Listing Form and the Distribution Agreement, please note the following:

Description of the Work: A large part of the Resource Guide will be the summaries of the secondary works included. Often a title is too brief to give a reader enough information to decide whether or not a work would be helpful to them. We are, therefore, requesting a summary of 50 words or less, as well as identification of the type of work - the category to which it belongs.

Cost Considerations: A space to indicate the cost of the work is included in the Listing Form. The cost is to be set by the author and/or distributor, who may also choose to offer a work at no charge. The Guidelines below suggest that the secondary work should be a service project. We realize that the kinds of works to be listed, and the resources needed to make them available, vary widely.

We also understand that the differences between cost recovery and profit are complicated to assess, and that income from one service project is sometimes used to support another such project. We simply suggest that the overall purpose of this Guide is to allow individuals to share their talents with the readership, rather than an opportunity for personal

-2-

financial gain, and hope that this aim will be borne in mind by those offering materials through the Guide.

Distribution of the Work: The Distribution Agreement Form should be completed by the author of the work, whether he or she is handling distribution directly, or designating someone else as distributor. If a distributor is designated, the agreement should be signed by both the author and distributor. The purpose of the agreement is to assure that users of the Guide will have their requests responded to, and that all parties have agreed to the distribution. Either an author or distributor may terminate or alter the agreement at any time by sending in a new agreement form.

Public Domain Works: We are aware that there are well-written and useful secondary works that were produced by individuals who cannot or might not submit the work themselves but would allow another to distribute it if asked. Although many of these works are technically in the public domain, we would prefer that distribution be authorized by the originator or his/her executor if possible. If you know of such a work that you would like to see distributed, please contact Special Projects Committee with whatever information you have on the status of the work.

Guidelines for Inclusion of Works in the Resource Guide

To make it possible for the Resource Guide to be broadly inclusive of material of interest to students of The Urantia Book, it has been determined that a listing in the Guide will not constitute endorsement of the work by Special Projects Committee or The Fellowship, and, therefore, we will not be rating the works or making judgments or representations as to quality or scholarship.

The guidelines which should be followed for works submitted for listings require that the work be:

1. consistent with the teachings of The Urantia Book;
2. a service project, i.e., no personal financial profit should accrue to the author(s), producer(s), artist(s), etc.;
3. done without calling attention to the author, producer, artist, etc.;
4. done in a non-promotional, non-coercive manner both in content and in distribution;
5. without ridicule, sarcasm, or other negative characteristics which would be offensive to any religious group, race, or nation;
6. without suggestion of official or authoritative sanction regarding opinions and interpretations;
7. distributed in non-commercial ways, i.e., without advertising and mass media techniques;
8. in compliance with copyright and/or registered mark requirements (see copyright considerations enclosed).

-3-

In considering the above guidelines, it is important to note that our review of material submitted for the Guide is not done with the aim of weighing the merit of each work - that is for the readers to decide - but merely to screen out anything which specifically and obviously violates the spirit of these guidelines. The guidelines themselves are intended only to provide a set of consistent criteria which will be uniformly and fairly applied to all material submitted. It is the intent of The Fellowship to encourage educational efforts, and our hope is that the vast majority of material created and submitted in good faith will be included in this Guide.

Inclusion of a work in the Resource Guide does not constitute an endorsement or approval of the content of the work by The Fellowship.

If you have any questions, please feel free to contact The Fellowship at 529 Wrightwood Avenue, Chicago, Illinois 60614, (312) 327-0424, FAX (312) 327-6150.

The
FELLOWSHIP

for readers of The Urantia Book

COPYRIGHT CONSIDERATIONS FOR THE FELLOWSHIP'S
RESOURCE GUIDE FOR SECONDARY WORKS OF THE URANTIA BOOK

Making secondary works available on a large-scale, formal basis necessitates some attention to legal realities. To assist you in dealing with these matters, we offer information on two copyright-related matters:

- . URANTIA Foundation's copyright and registered marks requirements
- . Copyright protection of your own secondary work.

The following material, to the best of our knowledge, sums up applicable legal requirements.

URANTIA Foundation's Copyright and Registered Marks

As you know, URANTIA Foundation's copyrights in The Urantia Book are of great importance to the Foundation. For interpretations of copyright law as they apply to the use of material from The Urantia Book, please contact URANTIA Foundation at 533 Diversey Parkway, Chicago, IL 60614, phone 312/525-3319.

Copyrighting of Secondary Works

Although you might not have previously considered doing so, there are reasons why you may want to take such a step as you begin disseminating the work on a wider basis. If you have devoted your time and loving efforts to a project which you want to share with others, it is important to ensure that you have some means of dealing with an individual who might attempt to claim your work as his own, alter it or otherwise try to assume control of it contrary to your wishes. The work you have prepared relating to the teachings of The Urantia Book is entitled to copyright protection, as long as it is an original work which does not contain material wrongfully appropriated from The Urantia Book.

Under the present United States Copyright Act, you do not have to register your work in order to obtain copyright protection for it. Rather, copyright protection automatically subsists in an original written work from the date of its creation and entitles you to the exclusive right, inter alia, to reproduce the work, prepare derivative works and distribute copies. For works created on or after January 1, 1978, the copyright lasts for the author's lifetime, plus a term ending fifty years after his death.

While copyright registration is not a requirement for obtaining copyright protection, there are several advantages to obtaining a registration. For example, registration establishes a public record of the copyright claim, allows you to file infringement suits, if that becomes necessary, and entitles you to greater monetary relief, if your work is found to have been infringed.

-2-

Regardless of whether you obtain a copyright registration for your work, a notice of copyright should be placed on all publicly distributed copies in order to preserve your copyright. The notice should contain the following three elements:

- . the symbol "(c)" (the letter "c" in a circle), the word "copyright," or the abbreviation "copr."
- . the year of first publication
- . the name of the owner of the copyright, or an abbreviation by which the name can be recognized, or a generally known alternative designation.

The United States Copyright Act requires that the notice be placed in a location which will "give reasonable notice of the claim of copyright." It is suggested, therefore, that the notice appear on the bottom of the first page of your work.

To obtain further information regarding your rights under the United States Copyright Act, we recommend that you contact the Copyright Office, Information and Publication Section, LM-455, Copyright Office, Library of Congress, Washington, D.C. 20559 or your own attorney.

For further information on copyright in countries other than the United States, please write The Fellowship, 529 Wrightwood Ave., Chicago, IL 60614.

LISTING FORM
RESOURCE GUIDE FOR SECONDARY WORKS OF THE URANTIA BOOK

Please fill out one form for each secondary work that you submit.
Reproduce as many copies of this form as you need.

Name of submitter: _____
 first last

Name of distributor
to be included in listing: _____

Address to be included
in listing (distributor
address if author is
not distributing) street or P.O. box apt. no.

city state or province

zip or postal code country

Phone numbers (WILL
NOT BE LISTED IN
RESOURCE GUIDE): Author () day____evening
 Distributor () day____evening

Type of Listing: New Revised

Title of Secondary Work: _____

Author(s) of Secondary Work: _____

Reading of Speaking Language of Secondary Work: _____

Type of Secondary Work:

____ Written ____ Computer ____ Audio
____ Audio-Visual ____ Visual ____ Other _____

Cost of Secondary Work: _____ (please indicate country of currency)

(over)

Description of Secondary Work (LIMIT 50 WORDS)

- _____ A sample copy of the secondary work (photograph of a visual work is acceptable) is enclosed.
- _____ A sample copy of the secondary work is being sent under separate cover via: _____ (method of shipment).
- _____ Please return secondary work. A self-addressed stamped envelope or shipping costs are enclosed.

Name of Person Completing Form

Date

PLEASE SEND THIS COMPLETED FORM WITH A COMPLETED COPY OF THE AGREEMENT FOR DISTRIBUTION TO:

The Fellowship
Resource Guide for Secondary Works
529 Wrihtwood Avenue
Chicago, IL 60614

OFFICE USE ONLY

AGREEMENT FOR DISTRIBUTION OF SECONDARY WORK TO BE
LISTED IN THE RESOURCE GUIDE FOR SECONDARY WORKS OF
THE URANTIA BOOK

Name of Work: _____

SECTION 1 (to be completed by author)

A. I represent that I am the author or owner of this work.

B. Distribution (check one):

_____ I intend to distribute this work myself, and agree to do so
in a conscientious and responsible manner.

_____ I have authorized the individual or organization listed below
to act as distributor of the work named above. This
agreement shall be in effect for a period of three years,
unless superseded or withdrawn by either party.

Signed,

_____ Date

X _____

(print name)

(address)

SECTION 2 (to be completed by the distributor if other than the author)

I agree to act as distributor for the work named above as designated by
the author, and to distribute the work in a conscientious and responsible
manner. I agree that final control over distribution and listing of the
work shall rest with the author.

Signed,

_____ Date

X _____

(print name)

for

(organization)

(address)