



URANTIA FOUNDATION  
533 DIVERSEY PARKWAY CHICAGO ILLINOIS 60614

September 16, 1980

Mr. John Hales  
President  
URANTIA Brotherhood  
533 Diversey Parkway  
Chicago, Illinois 60614

Dear John:

Attached you will find copies of a cover letter and a set of guidelines which we have recently sent to the editors of all the newsletters we are aware of that may wish to use copyrighted material from The URANTIA Book. We hope this information will be of some assistance to editors and we have included letters to the editors of the two URANTIA Brotherhood publications.

We have enjoyed a good working relationship with the editors of URANTIA Brotherhood publications and we will continue to do our best to respond to permission requests as quickly as possible. We welcome any comments or questions concerning our letter and guidelines.

We look forward to the continued mutual support of our organizations.

Sincerest regards,

Michael A. Painter  
Administrative Assistant

MAP:mb

cc: Mr. Dave Elders  
Editor  
The URANTIAN Journal of URANTIA Brotherhood

Mrs. Barbara Kulieke  
Editor  
URANTIA Brotherhood Bulletin

Encl. (1)



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The number of publications whose audience is mainly readers of The URANTIA Book has been increasing and several periodicals now regularly request permission from URANTIA Foundation to use quotations and other material from The URANTIA Book. The increase in the volume of these requests has caused us to review our procedures and our experiences in granting requests; also, several editors have asked us for more specific guidance. We are happy to share with you the results of our review, which included consultation with the Publications Committee of URANTIA Brotherhood.

First of all, we appreciate the co-operation we have with you. The care you have shown in helping us protect the copyright to The URANTIA Book has indeed been gratifying. We hope to continue this co-operative relationship with URANTIA movement publications. These early publications are setting important precedents for co-operation; you are providing leadership for others who will follow in creative efforts to spread the URANTIA teachings.

Attached you will find a set of guidelines for newsletters that we hope will answer and clarify the basic questions concerning use of the copyright for newsletters. We realize that not all questions can be answered by such a set of guidelines, so always feel free to contact us about any additional questions or clarifications. The enclosed procedures are for immediate use; it is possible that they will evolve as we continue to work together.

Probably, the most difficult guideline to comply with is the request to send us a final draft of any article or other item needing permission at least six weeks in advance. Consequently, we wish to explain the reason for such a request.

All requests for permission to use material from The URANTIA Book require the permission of the Trustees of URANTIA Foundation. The Trustees serve as volunteers and are not readily available at this office to make such decisions. Consequently, requests must be placed on an agenda for Trustee meetings. Our workload is heavy and often items on the agenda must be carried over to a subsequent meeting because the complexity of other types of issues can require considerable time for

Editors,

discussion and often must assume priority. Our intent is to always be of service and we will try to respond to requests as quickly as possible regardless of when they are submitted, but we cannot guarantee a response time, especially for those requests not submitted at least six weeks in advance. Please advise us of your deadline when submitting material.

We realize that publications require a lot of hard work and that you serve as volunteers. Perhaps you will need to always be working at least one issue ahead in order to meet the timeliness requirements we are asking. Our hope is that these requests will not necessarily increase your workload, but only require an adjustment in your organization and procedure. We are considering various procedures for shortening the request time period, but there are many factors involved and we need your co-operation until we see if such changes can be made.

This letter is being sent to the editors of all the publications we are aware of that may wish to use material from The URANTIA Book. It is our hope to keep an open line of communication with editors of newsletters and/or magazines. Questions or comments about the use of material from The URANTIA Book may be directed to URANTIA Foundation and other questions about publications can be directed to the Publications Committee of URANTIA Brotherhood.

Please keep in mind that your adherence to these guidelines even for brief uses of material from The URANTIA Book is helping us to establish a good record of maintaining the copyright so that when it is challenged, we will be better able to defend it and thereby protect the integrity of the text. We look forward to your continued co-operation in working toward our mutual goal of the wise spread of the supernal teachings of The URANTIA Book. If you have any questions or comments, please advise.

Sincerely,

Thomas A. Kendall  
President

TAK:P:mb

Encl. (1)



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GUIDELINES FOR NEWSLETTERS CONCERNING USE OF MATERIAL FROM THE URANTIA BOOK

- 1) The Concentric-Circles Symbol and the words URANTIA and URANTIAN are registered trademarks and service marks of URANTIA Foundation. Consequently, their use is restricted to URANTIA Foundation and those who are licensed to use the marks, i.e. URANTIA Brotherhood and its member Societies. However, it is permissible to use the word "Urantia" (lower case letters) when referring to the name of our planet. We prefer that a word such as "planet" or "world" precede "Urantia." Also, the word URANTIA may be used in the title of the book, i.e. The URANTIA Book. The principle involved in the use of the word URANTIA is that whenever it is being used as an adjective or modifier, it is being used as a trademark or service mark and thus its use is restricted. Consequently, to title a newsletter "Mideast URANTIA Newsletter" would not be appropriate, but it is appropriate to use a title such as "Mideast Newsletter for Students of The URANTIA Book." When referring to The URANTIA Book, URANTIA Foundation, URANTIA Brotherhood, or a URANTIA Society, the word URANTIA should always be in upper case letters.
- 2) Concerning copyright, we wish to point out that copyright protection extends beyond the use of quotations. It also includes paraphrasing, use of story line, and the particular expression of ideas, among other things. It is difficult to go into any detail because of the complexity of legal terms such as "comprehensive nonliteral similarity" and like concepts. The best guide is simply that if a person is using material from the book in any way other than totally restating ideas in their own words, it is better to seek permission.
- 3) Request time--please submit written request to URANTIA Foundation no later than six weeks prior to date of composition or typing for publication. The Trustees will always do their best to meet your deadline regardless of the time interval; but shorter request times may result in disappointment. To be safe, use this request time and specify the date by which you need a reply.
- 4) Please submit the entire article for which permission to quote or use material is requested. To make a decision, we need to see the context in which the quotation or material will appear.
- 5) Please cite page references next to material for which permission is requested, including paraphrases or other uses as well as quotations.
- 6) Please write quotations exactly as they appear in The URANTIA Book. For partial quotations use three dots (...) to indicate words left out at the beginning or in the middle of a sentence; use three dots followed by the appropriate punctuation mark to indicate words left out at the end of a sentence.
- 7) Instructions regarding the proper copyright notice and how and where to place it will be included in the permission letter.