

Appendix C: Overview of steps taken by the AFC to locate copyright owners

Product Development

Film

- Check film against copyright contact details in MAVIS (Merged Audiovisual Information System – collection database)
- Check registry files
- Check telephone books
- Contact individuals and or companies listed in file
- Contact libraries eg: Nole Butlin Archives
- Union Archive - actors equity

Music

- Generally use an external copyright negotiator who has the contacts with industry or we contact AMCOS, APRA, music publishers.

Published sound recordings

- Check MAVIS for records of copyright owners (e.g., music publishers and record companies)

Unpublished sound recordings

- MAVIS records not always accurate
- Check registry files
- Check telephone books
- Contact individuals and or companies listed in file

If the copyright owner cannot be located then the item is not used.

Exhibitions

- Check MAVIS details for copyright owner and try and contact them.
- If data is old or incorrect, contact the director or producer or distributor for leads about who the copyright owner is.
- Check Encore or phone directory for latest addressing and follow up request with formal letter and licence form.
- If we can't contact any of the above then we try and contact creative participants who may have leads.
- All attempts are filed with project documentation.

If the copyright owner cannot be located in relation to inclusion of material in any exhibition, then it is not included, or sometimes, where the significance of the item is high, a risk is taken to include it.

Collection Access (CA)

Normally CA staff require clients to clarify rights ownership. However on occasion (such as where language and time zones can create difficulties) CA staff have the option of: undertaking the following steps to clarify ownership:

- Checking MAVIS
- Identify Production Company
- Contact anyone identified in the creation of the work
- Locate partners of deceased creators
- Contact organizations like SPAA, APRA, ASDA, etc

If copyright owner unlocatable then access is denied or the risk is managed by requiring the client to indemnify the AFC in relation to any claim of copyright infringement claim against the AFC.