Serials Copyright Research Project – Quick Reference

. **Doing serials copyright research:** https://onlinebooks.library.upenn.edu/cce/serialprocess.html

. **Penn Libraries deep backfiles:** http://onlinebooks.library.upenn.edu/webbin/backfile/penn-serials

. **Filling out the "Request or provide information on a serial" form – Consult often!:**
https://onlinebooks.library.upenn.edu/cce/serialcformhelp.html

. **Serials Copyright Research Project-Claim Title Range spreadsheet:** https://bit.ly/SerialsCopyrightClaimRange

. **First copyright renewals for periodicals:** https://onlinebooks.library.upenn.edu/cce/firstperiod.html

. **Copyright Office Catalog:** https://cocatalog.loc.gov/

1. Go to the Serials Copyright Research Project-Claim Title Range spreadsheet. "Claim" the range of titles you will research. Enter your name in the "*Claimed by (name)*" column. The spreadsheet is automatically saved.

You can copy the 1st title in a range *(highlight; Ctrl+c)* to make it easier to find on the deep backfiles page. Titles are separated by double hyphens.
When you have completed researching the titles in your claimed range, return to the spreadsheet and enter "Done" in the "*Done if completed*" column. "Claim" another range of titles when you are ready to research more titles.

2. Go to the Penn Libraries deep backfiles page. Find the 1st title in your claimed range *(Ctrl+f to open your browser's search box; Ctrl+v to paste in the title)*.

Penn Libraries deep backfiles

Serials in Penn Libraries' holdings that have free online and/or potentially public domain content. Publications without a reported ISSN are not included in this table. Some serial subtitles do not yet appear in this table. Select the title link of any serial to see its full title (and more details about what we have) in Penn's Franklin catalog.

Table generated May 24, 2020 using provider data downloaded February 28, 2020. A table key follows. (Download as a spreadsheet.)

3. Confirm that "Unknown" appears in the "First renewal" column (5th column). If "Unknown" no longer appears, go to the next "Unknown" title.

Coverage	Wikidata	First renewal	Free issues	More info?
1915-1916	Q372444	N/A	1915-1916	Contact us
1955-1957	Q94997594	None*	None known	Contact us
1959-1960	Q27724003	Unknown	None known	Contact us
1953-2012	Q15766166	Unknown	None known	Contact us

4. Click the "Contact us" link (last column in the row) to open the question form.

0375-8532	A.M.A. archives of general psychiatry.	1959-1960	Q27724003	Unknown	None known	Contact us

5. The "Request or provide information on a serial" **form opens. Follow the** [instructions] **for completing the form.**
The serial title and ISSN are automatically entered. *Copy the title (Ctrl+c) without initial articles.*

Identify the serial you're interested in

Title | A.M.A. archives of general psychiatry.

ISSN | 0375-8532

Provide information on this serial's copyrights

Does this serial
originate in the US, or
some other country?
(Penn's Franklin
record may say.)

| US ∨ |
| I can't tell |
| **US** |
| Some other country |

6.
Click the "Franklin record" link to retrieve the catalog record.
If no result, try a Title Browse search; paste in the copied title. See the "Publication" label for the place of publication.

A.M.A. archives of general psychiatry.

Title:	A.M.A. archives of general psychiatry.
Publication:	[Chicago, Ill.] American Medical Association, 1959-1960.
Format/Description:	Journal/Periodical

7. Answer the next 2 questions if you answered "Some other country" in the previous question:

If not the US, from what country does it originate?

List signs, if any, of simultaneous US publication

Is this serial listed on
our first renewals
page?

| - ∨ |
| **-** |
| Yes |
| No |

8.
Click the "first renewals page" link to open the "[First copyright renewals for periodicals]**" page.**
Use your browser's search function to search for the title. *(Ctrl+f to open the search box; Ctrl+v to paste in the title if it is still on your clipboard.)*

Are renewal records for this serial found in the Copyright Office Catalog / Registered works database?

[dropdown: - / - / Yes / No]

9.

If you answered "Yes" for the previous question, or you know the serial ended before 1950, you can skip this question.

Click the "Copyright Office Catalog/Registered works database" link to open the Copyright Office Public Catalog.
Follow the searching instructions on the *Filling out …* form.
Renewal records will have copyright numbers that start with "RE0". It may be useful to sort results by date. Select "Date (ascending)" in the Resort results pull-down menu. When results are sorted by date, renewals will often appear first. If you find a renewal record associated with this serial, answer "Yes" to this question.

If so, what issue is the first with a renewal?

[text field]

10.

If you answered "Yes" for the previous question, enter the year of the earliest issue you found with a renewal.

Resort results by [Date (ascending)]   Set Search Limits

#	Title <	Full Title	Copyright Number	Date
☐ [1]	A.M.A. archives of general psychiatry.	A.M.A. archives of general psychiatry. Vol. 2, no. 1, Jan. 1960.	RE0000384852	1960
☐ [2]	A.M.A. Archives of general psychiatry.	A.M.A. Archives of general psychiatry. Vol. 2, no. 2, Feb. 1960.	RE0000380546	1960
☐ [3]	A.M.A. archives of general psychiatry.	A.M.A. archives of general psychiatry. Vol. 2, no. 3, Mar. 1960.	RE0000380554	1960
☐ [4]	A.M.A. archives of general psychiatry.	A.M.A. archives of general psychiatry. Vol. 2, no. 4, Apr. 1960.	RE0000384858	1960
☐ [5]	A.M.A. archives of general psychiatry.	A.M.A. archives of general psychiatry. Vol. 2, no. 5, May 1960.	RE0000384868	1960
☐ [6]	A.M.A. archives of general psychiatry.	A.M.A. archives of general psychiatry. Vol. 2, no. 6, June 1960.	RE0000384873	1960
☐ [7]	A.M.A. Archives of general psychiatry.	A.M.A. Archives of general psychiatry. Vol. 3, no. 2, Aug. 1960.	RE0000384890	1960

Are you able to tell if this serial has copyright notices?

[dropdown: I can't tell / I can't tell / It has copyright notices / It does not have copyright notices]

11.

If you don't have access to copies of issues of this serial between 1925 and 1988, or the issues you have access to don't have all of their pages, skip this question (leaving the answer as the default "I can't tell" choice).

Is there anything else we should know or record about this serial's copyrights? (If so, include it in the space below.)

[text area]

12.

Use this space to record anything that you think might be important. You can also use this space to report any difficulties you encountered or to ask questions.

Let us know about free online issues

Use the space below to include URLs about any free online volumes or issues you find. Good places to search include HathiTrust, the Internet Archive, WorldCat and a web search for the serial title. Keep in mind that links on WorldCat and publisher sites may be available to Penn users due to a subscription, or may require payment to access. Such content does not count as free for our purposes.

13.

We are primarily looking for copyright information on serials, but if you know that some or all of this serial can be read freely online (without a subscription or other payment) you can note it in the space. Searching for free issues can be time-consuming. **Do not spend more than 5-10 minutes looking for free content as compared to doing copyright research.**

If you find relevant content, copy and paste the URL (starting with "http" or "https") in the space provided. You can also add additional comments or questions that you might have about this content.

Would you like a reply? (optional)

Your email address: `REQUIRED`

Your name: `REQUIRED`

14. ☑ Check this box to save your contact info in a cookie, so you don't have to re-enter it on later submissions.

Fill in your name and email address in the provided spaces and check the box below them labeled "Check this box to save your contact info in a cookie". You then won't have to re-enter this information when you come back to this form again, as long as you use the same browser and it accepts (and doesn't erase) cookies.

If you leave your name and contact information with your answers, we can credit you for the work, give feedback and answer questions you might have, and thank you for your help. **We appreciate your work in helping to open access to historic serials for researchers at Penn and around the world!**

Submit this suggestion
Start over

15.

Press the "Submit this suggestion" button to submit your answer.
You will then see a page acknowledging your submission. From here, select the "return to the Penn Libraries Deep backfile page" to go back to that table and research another serial. You can also select the "Research another serial" link, though that will take you to a blank form with no serial information entered. The serial you just worked on will have "Pending" in the "First renewal" (5th) column.

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