**Remuneration System for Public Transmission
of Copyrighted Work in School Lessons**

Guide to filing a "Usage Report"

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　　※ When using this system, refer to the "Guidelines for Article 35 of the Amended Copyright Act (Reiwa 3 / 2021 edition)."

　　※ To ensure that proper remuneration is paid to rights holders, enter accurate information, with this guide as a reference, about the copyrighted works that are used.

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**Society for the Administration of Remuneration
for Public Transmission for School Lessons
(SARTRAS)**

1. When is reporting required?

1-1 Cases in which reporting is necessary

▼ **When a third party's copyrighted work (hereafter referred to as a "work") has been "publicly transmitted*" as part of a school lesson under Article 35 of the Copyright Act. This includes preparation for a lesson and later review of a lesson.**

> ***Examples of public transmission:**
>
> A teacher sending teaching material data that contains a third party's work to students via such channels as the Internet, a teacher showing or playing a third party's work or teaching material that contains a third party's work to students as part of an online school lesson. It also constitutes "public transmission" if such transmissions are made by a student.

1-2 Cases in which reporting is not necessary

▼ **When a teacher or student publicly transmits a work they have created and for which they hold the copyright.**
   → <u>Reporting is required, however,</u> if the work created by a teacher or student incorporates a third party's work.

▼ **When reproductions are made that are permitted without authorization and free of charge. For example, when copies of a work have been made and distributed for a face-to-face school lesson**
   → <u>Reporting is required</u> if paper copies of a work are publicly transmitted.

▼ **When students are simply informed of the already publicly released URL of a web page, YouTube video or other content**
   → However, if a third party's work is contained in teaching material, moving images, etc. created and uploaded for school lessons (including real-time streaming of special activities such as field days), and students are informed of the relevant URL so they can view that content, the use of the work becomes subject to remuneration at the point the material, images, etc. are uploaded. In that case, <u>**reporting is required.**</u>

▼ **When a work is utilized in connection with the use of a digital textbook for students for that textbook's original purpose**
   → <u>A report is required</u> when the use of a work does not constitute "use of a digital textbook for students." For example, when certain content, photos, etc. have been excerpted from a digital textbook to create separate teaching material and when that teaching material has been transmitted to students.

→ <u>**A report is also required**</u> when there is public transmission for a school lesson of digital teaching material, a digital textbook (teaching material) for instructors, or electronic media containing a scan of a printed textbook.

▼ **When a work is used in a "remote joint school lesson" or other such teaching session※"**

→ Real-time remote joint school lessons and other such teaching sessions, (※) in which teachers and students are in a classroom from which materials are transmitted, are not subject to the remuneration system because such lessons are allowed free of charge and without the need for authorization. <u>**However, a report is required when a recording of a remote joint school lesson or other such session is publicly transmitted.**</u>

※What qualifies as a remote joint school lesson, or other such teaching session?

【**Transmitting side**】   【**Receiving side**】 Both ① and ② are applicable.

Teachers and students in a classroom

    ① Teachers and students in a classroom

    ② Only students in a classroom or elsewhere

2. Reporting the use of multiple copyrighted works

When one publicly transmitted teaching material (one file) contains more than a single copyrighted work, list each work separately. E.g., if three works are used, the report must contain separate information on all three.

①Text ②Photo

The name of the copyright holder may be listed near the work itself, in the table of contents, on the front cover, on the inside front cover, or in the publisher's inscription.

Photo/Chi Shibahara

③Art

Illustration/Chi Shibahara   Text/Hanayo Ueki
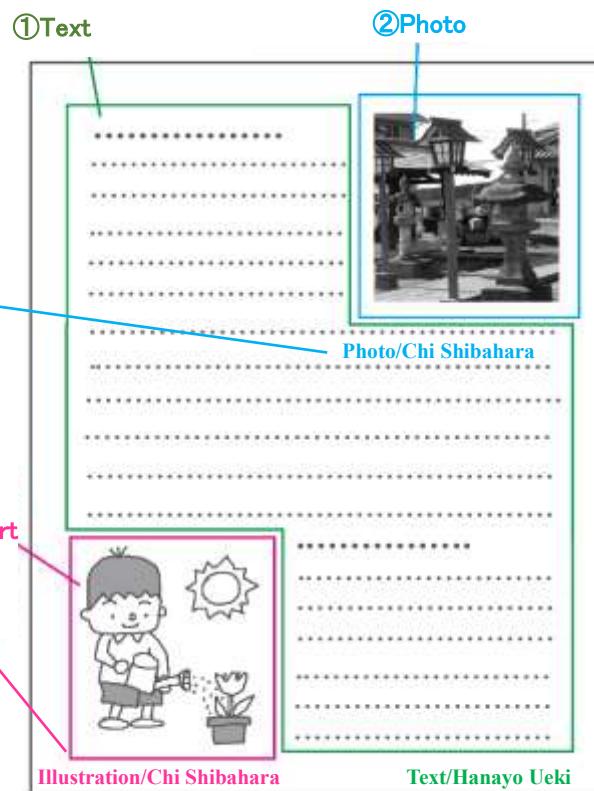
If a photo and an illustration are published with the main text on the same page of a literary work, or a publication such as a textbook or a newspaper article, please report all three as examples of "Text," "Photo" and "Art."

※ **Example usage report for the above case. Sections (1) to (3) and from (9) on are not covered here.**

	(4) Type of source containing the work	(5) Type of work	(6) Title of the source containing the work	(7) Title or heading of the work	(8) Name of the author, artist, performer, creator
①	Book (including electronic editions)	Text	Novel The Four Seasons	Chapter 2 Summer	Hanayo Ueki
②	Book (including electronic editions)	Photo	Novel The Four Seasons		Chi Shibahara
③	Book (including electronic editions)	Art (paintings, engravings, illustrations, illustrations in picture books and elsewhere, calligraphy, detailed drawings in pictorial books, photos of three-dimensional works such as sculptures or dolls)	Novel The Four Seasons		Chi Shibahara

※ In the case of authorized textbooks, everything in principle constitutes a copyrighted work—texts, photos, explanatory texts for illustrations, etc. Therefore, when you publicly transmit part of an authorized textbook, report all works within the scope of the usage, including the main text. Identify the title of each work used, not the title of the textbook.

3. How to fill in a usage report form

Fill in each section to the best of your knowledge (copy and paste duplicate information). Leave unknown portions blank – don't enter "unknown" or "I don't know.

Please report works that are publicly transmitted within the reporting period designated by SARTRAS every time they are transmitted. In cases where students or others access "on demand" work that was uploaded to a server by a teacher or other person, file a report if the day when the work becomes accessible falls within the reporting period.

< Example> If June is the reporting period for an educational institution
① Uploaded and accessible on June 15 ⇒ Report is required
② Uploaded on May 30 and accessible on June 2 ⇒ Report is required
③ Uploaded and accessible on May 30 (also accessible in June)
⇒ Report is not required

※**In all these cases, it is not necessary to report each time students or others access the teaching material. However, additional reports are necessary for each separate case of public transmission, such as screen-sharing during real-time online school lessons or e-mail transmissions.**

(1) Subject of the school lesson

Enter the subject taught in the lesson.

< Examples> Japanese, arithmetic, social studies, physics, math, introduction to economics

(2) Grade

Enter only the number of the grade. The word "grade" is unnecessary.

If more than one grade participates, enter "1, 2" and so on. If there is no particular grade, leave this section blank.

（3）Total number of students

= Be sure to enter the number of people.

Enter the number of students to whom the work is publicly transmitted.

<Example> 10, 30, 40

Note 1: If, for example, you have used the same work in a lesson for Classes 1 through 5 of the first grade, enter the combined number of people in all the classes (e.g. 200). In addition, enter "Used in 5 classes" and other relevant information in the "Remarks" column.

Note 2: If you have transmitted the same work to the same class multiple times by e-mail or other means, count each time as a separate group of people (for example, if you have made three transmissions to a class of 30 people, enter 90). In addition, enter "Transmitted 3 times" and other relevant information in the "Remarks" column.

Note 3: When students access on-demand learning materials uploaded by a teacher to LMS or another such format, enter the number of the students who are authorized to access those materials, i.e. the number of people in the class. Do not enter the cumulative number of times that the material is accessed.

（4）Type of source containing the work

Be sure to select one option from the pull-down menu. Do not enter anything that is not on the pull-down menu.

When you have transmitted in real time, or transmitted an audio or video recording of, an activity such as a performance of music, singing, recitation of a literary work, dancing or performance of a theatrical work for a school lesson, field day, school art festival, etc., please select the type of source from which you obtained each separate work used.

▽ Book (including electronic editions)
▽ Magazine (including electronic editions)
▽ Newspaper (including electronic editions)
▽ Authorized textbook (text)
▽ Authorized textbook (photos)
▽ Authorized textbook (illustrations, maps)
▽ Learning material (attached CDs, etc.)
▽ Material for instructors (attached CDs, teacher's manuals, digital textbooks for instructors, etc.)
▽ Digital textbook or learning material for students
▽ Exam questions
▽ Other publication
▽ Music CD, record (excluding learning material and material for instructors)
▽ Video, DVD, Blu-ray (excluding learning material and material for instructors)
▽ Other sound or visual recording (including sound or visual recordings of choral performances, musical performances, dancing, theatrical performances, etc. as part of school lessons)
▽ TV program (including simultaneous distribution and later distribution)
▽ Radio program (including simultaneous distribution and later distribution)
▽ Internet (text, photos, illustrations, etc.)
▽ Internet (moving images)
▽ Choral performance, musical performance, dancing, theatrical performance, etc. in school lessons (live distribution)

(5) Type of work

Be sure to select one option from the pull-down menu. Do not enter anything that is not on the the pull-down menu.

▽ Text

▽ Photo

▽ Art (paintings, engravings, illustrations, illustrations in picture books and elsewhere, calligraphy, detailed drawings in pictorial books, photos of three-dimensional works such as sculptures or dolls, etc.)

▽ Design (designed letters, designs or patterns surrounding a title or text, etc. Patterns of cloth, wallpaper, etc., are also included.)

▽ Chart (maps, drawings, tables, scientific graphs, etc.)

▽ Comic

▽ Exam questions

▽ Musical score, lyrics

▽ Music (commercially available source such as a CD or music distribution service, sound only, no moving images)

▽ Music (other than commercially available source such as a CD or music distribution service, sound only, no moving images)

▽ Audio other than music (sound only, no moving images)

▽ Movie

▽ Broadcast program

▽ Audiovisual material for school lessons

▽ Other moving images

▽ Computer program

※ Examples of "Other moving image" : Promotional videos, moving images posted by individuals on YouTube and elsewhere, video of choral performances, musical performances, dancing, theatrical performances, etc. (including live transmissions as part of school lessons)

(6) Title of the source containing the work

Enter the title or name of the publication (book, magazine, etc.), newspaper, broadcasting station, CD album, website, etc. from which you obtained the work or in which the work has been published.

（7）Title or heading of the work

Enter such information as the title of the work contained in the publication, the headline of the article, the title of the song, the title of the program (if a certain work within a program is used, it should also be listed on a separate line).

※ Enter the title of the medium in which the work has been used or published in (6), and the title of the work itself in (7). In some cases, the information entered in (6) and (7) may be the same.

（8）Name of the author, artist, performer, creator

Enter the name of the author, artist, performer, creator, etc.

If you are aware of more than one author, performer, etc., put their names on separate lines. For example, if two people jointly authored a work, make two separate entries.

In the case of authorized textbooks and such, enter the name of the author of the used text or work, not the name of the textbook's editor.

※If you don't know the name, leave this section blank.

（9）Publisher, producing company

Enter the publisher or producing company, the name of the sales company, the name of the broadcasting station, the URL of the specific page※ on the site where a work is carried, etc.

※If the URL is wrong, we will not be able to view and confirm the page. Therefore, please check the link by such means as clicking on it yourself after attaching the URL.

（10）Publication or release date

Enter the publication date of the book or newspaper, the release date of the CD or DVD, the broadcast date of the program, and so on. You may enter either the Japanese era year or the Western calendar year. If you do not know the day, enter only the year and the month.

＜Example＞　September 2, 2018 / August 2, Heisei 30

（11）Used section, amount

Specify which part of the work was used, <u>the URL of the specific page※</u> on which the work is carried, or the amount used. In the case of publications and such, specify the first and last pages used.

< Examples>　Pages 21-22, Page 45, 1 sheet, 10 seconds

※※If the URL is wrong, we will not be able to view and confirm the page. Therefore, please check the link by such means as clicking on it yourself after attaching the URL.

（12）Individual product number, etc.

Some works or products have individual numbers, codes, etc., such as an ISBN, ISSN, magazine code, product number, JASRAC work code or DOI. Enter this information if you have it.

（13）Remarks

Please feel free to enter information here that would help identify the work used, its rights holder and so on. If you enter a code in (12), enter the type of code here (ISBN, ISSN, etc.).

■Contact Information■

If you have any questions about how to file a report or other matters, please contact the Public Opinion Research Center.

Please be aware that we may need to make inquiries to your educational institution about the information in a usage report.

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