

Public (PLR) and Educational Lending Rights (ELR) Instructions for completing the Title Claim for Creator form

How to register with Lending Rights?

- through [Lending Rights Online \(LRO\)](http://www.lendingrights.arts.gov.au/) available at www.lendingrights.arts.gov.au/ or
- by completing forms available from www.arts.gov.au/funding-and-support/lending-rights.

Question 1: If you have not registered with Lending Rights, you must complete a **Creator's Registration** form to accompany this form. You can download all our forms at www.arts.gov.au/funding-and-support/lending-rights

Question 2: Provide the full title of your book. A separate 'Title Claim for Creator' form must be used for each title you are claiming.

Question 3: Provide the publisher's details.

Self-publishers only: If you have self-published your book, you will also need to register as a publisher and submit a 'Title Claim for Publisher' form for each title.

Question 4: Indicate your contribution for the book you are claiming. e.g. author, editor, illustrator etc.

Question 5: For each book form you are claiming, provide the ISBN. The reference to 'book form' means paperback, hardback, large print, etc. A standard ISBN is 13 digit, and is found on the imprint page inside your book.

Question 6: You may lodge a title claim if you are receiving on-going royalties from the sale of your book. However if you do not receive royalties, or have received an upfront payment to publish your book from the publisher you are not entitled to PLR or ELR.

Question 7: Provide details about the proportion of royalties you receive out of the total royalties your publisher pays to all creators for this book.

For example: If you are the sole creator of the book and your royalty is 5%, you should list your proportion of the percentage entitlement to royalties on your form as '100%'. Alternatively, if you and another creator each receive an equal royalty rate for a book you worked on together, list your percentage entitlement to royalties on your title claim form as '50%'.

Self-publishers who are sole creators should answer '100%' in response to this question. Self-publishers who are paying royalties to other creators should indicate their proportion of the royalty entitlement.

Question 9: Indicate whether you have claimed for another edition of this book title. Your most recent payment advice will include the Book Reference Number (BRN). If you do not know the BRN you should include the ISBN, if known.

Question 10: Complete your details and carefully read the declaration section of the form before signing it. You may be asked to provide documentary support for this title claim.