



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

**How to register with Lending Rights?**

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

**Publisher payment**

A payment is only made to a publisher for an eligible book when an eligible creator is receiving a payment.

Question 1: If you have not registered with Lending Rights, you must complete a **Publisher's Registration form** to accompany this form.

Question 2: Write your publisher name in the space provided.

**For Self-Publishers only:** If you have self-published your book, you will also need to register as the creator and submit a 'Title Claim for Creator' form for each title.

Question 3: Provide the full title of the book. A separate form must be used for each title you are claiming.

Question 4: 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 digits.

Question 5: Indicate whether you have claimed for another edition of this book title. Your most recent payment advice will include the Book Reference Number (BRN). Please include the BRN, if known.

Question 6: List all creator(s) name(s) that are entitled to receive royalties for this title.

Division of royalties: List how the royalties are divided between the creators. Royalties must add up to 100% between creators only.

**For example:** If there is a sole creator for a book and their royalty is 5% you should list their proportion of the percentage entitlement to royalties on the form as '100%'. Alternatively, if there are two creators who each receive an equal royalty rate for a book, list the percentage entitlement to royalties as '50%'.

Self-publishers who are sole creators should answer '100%' to both parts of this question. Self-publishers who are paying royalties to other creators should list all parties receiving royalties and indicate the percentage of royalties paid to each creator, as above

Question 7: Where an aspect of the process has been contracted out to another company, please indicate the name of the company who undertook the publishing work and the place in which the company is located.

**Self publishers**, if no other party was involved in a specific publishing functions, please put 'self'. If you answer 'self', please enter your own town or city of residence as the 'place'.

Question 8: 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.

Further information on Lending Rights is available on the website.

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