

# Application for Additional Book Registration

## GUIDE TO COMPLETING THE FORM

- This form may be used to register additional titles, providing that you are already registered for either the UK and/or Irish PLR scheme/s. It is important that you provide accurate information regarding your personal eligibility and the eligibility of the books you are applying for. You must sign the Declaration below to confirm that the information you are providing is correct.
- Forms can be provided in large print on request.
- You should not apply to register for PLR until your books have been published.
- The annual closing date for receipt of applications for UK and Irish PLR is 30 June. Applications received after this date will be processed for the following PLR year.
- You must agree your % share with the other book contributors before registering your titles.

### UK & Irish PLR Scheme

Any books will be registered in accordance with the Schemes your account is set up for. Please note that non-print material does not qualify for registration with the Irish PLR scheme. If you are unsure which Schemes you are registered for, please get in touch at [plrauthorservices@bl.uk](mailto:plrauthorservices@bl.uk)

### Calculate Your Share

Prior to registering, ensure that you are applying for the correct percentage share. Each eligible contributor named on the title page of the book must be accounted for and shares should be agreed (verbally or in writing) to reflect their contribution (with the exception of translators, who receive a fixed share of 30%).

If you are unable to contact the other contributors, you may register a share which you feel reflects your contribution to the book. If other contributors subsequently apply, it may be necessary to re-negotiate shares.

Please refer to the checklist and return the completed form to the address below or email it to [plrauthorservices@bl.uk](mailto:plrauthorservices@bl.uk). The form is submitted at your own risk and we recommend that you send it via recorded delivery. If the form is not completed correctly your application may be returned.

### CHECKLIST

	✓
Have you specified if you are applying for UK and/or Irish PLR?	
Have you completed the shaded areas of the Personal Details section?	
Have you completed the Book Details section for each book you wish to register?	
Have you signed the Declaration?	

# Application for Additional Book Registration

Please complete all shaded areas of the form – applications cannot be processed unless the Declaration section is signed by the applicant.

Please tick (✓) below to indicate which scheme(s) you are applying for.<sup>1</sup>

UK PLR only ☐ Irish PLR only ☐ Both UK and Irish PLR and synchronise details ☐

- <sup>1</sup> You may register for either the UK scheme only, the Irish scheme only, or both schemes. If you register for both, your data will be synchronised so that your personal and printed book details are the same for each scheme. Future applications for printed books will also be registered for both schemes. (NB: Non-print material does not qualify for Irish PLR.)

## PERSONAL DETAILS

If your personal details have changed, please provide details below.

Please note, due to the current circumstances, you will be required to complete additional security checks – including verification of your identity and postal address – before we can make changes to your personal information. This is to help protect your account from potential fraudulent activity.

British Library Account Number (leave blank if unknown)	
Forename(s)	
Surname	
Writing Names <sup>2</sup> (for this application only)	
Address	
Postcode/Eircode	
Country	
Telephone Number	
Email	
Date of Birth	

<sup>2</sup> If you have used a writing name (pseudonym) for the books which you are applying for on this form, please provide details here.

## BOOK DETAILS

Names on Title Page or Audio-book Case (if known)  List each contributor named. If the original owner is not named please tick statement below to indicate eligibility.	Contribution to the book  Visit <a href="http://bl.uk/plr/#calculate">bl.uk/plr/#calculate</a> for the list of eligible contributors	PLR % Share  Visit <a href="http://bl.uk/plr/#calculate">bl.uk/plr/#calculate</a> for %	Title of Book	Edition  List each separately	Publisher	Pub'n Date  NB must be already published material	ISBN  10 or 13 digits printed on reverse of title page or book cover <sup>3</sup>
Example: JOE BLOGGS	AUTHOR	100%	MY NOVEL	HBK	NOVEL BKS	1983	0123456789

<sup>3</sup> Only books with valid ISBNs may be registered for UK PLR. Kindle editions (with ASINs) cannot be registered. For Irish PLR, if your book does not have an ISBN, please write NO ISBN in the ISBN column.

Although the original owner is not named on the title page or audio-book case, I confirm that the original owner has a royalty or contractual agreement with the publisher or is named in the audio-book recording [ ]. Your application may be rejected if you do not provide the correct ISBN for the edition(s) you are applying for.

## PAYMENT DETAILS

If your personal details have changed, please provide details below.

Please note, due to the current circumstances, you will be required to complete additional security checks – including verification of your identity and postal address – before we can make changes to your personal information. This is to help protect your account from potential fraudulent activity.

Name of Account Holder(s)	
Bank/Building Society Name	
Branch Name	
Sort Code (6 digits) or IBAN (prefix eg IE, FR)	
Account Number (8 digits) or Swift/BIC Code (8/11 characters)	
Building Society Reference/ Roll Number	

<sup>4</sup> If you are applying to synchronise, your payment details must be the same for each scheme. Payments will be credited in the currency of the country in which you are resident, at the rate that applies on the day which they are paid from PLR's bank account. Swift/BIC codes and IBAN numbers are listed at the top or bottom of your bank statement.

## DATA PROTECTION

The British Library will use the personal information that you provide to us in order to administer the PLR scheme, and to perform related activities that support this, such as business analysis and audit. If you have provided us with an email address, we may send you emails updating you on developments relating to PLR and other service-related messages such as reminders and payment dates. Full details about how we manage your personal information can be found on the British Library's website (<http://www.bl.uk>) in our Privacy Policy.

## DECLARATION

Applications cannot be processed unless this section is signed by the applicant.

I confirm that the details provided are correct and that I meet the eligibility requirements of the PLR scheme(s). The books listed are published and eligible for PLR and I claim the right in them. Where there is a title page and other contributors are credited, percentage shares have been agreed. To my knowledge the publisher is not charging a licence fee to the library for loans of any non-print material which I am applying to register.<sup>5</sup>

I understand that if I synchronise my details, you will update the personal and printed book details which I have registered so that they are the same for each scheme and future applications for printed books should be also registered for both schemes (NB non-print material is excluded from Irish PLR).

Signed

Date

<sup>5</sup> If you've signed over the licensing rights in your audio-book/ebook to your publisher, you may still register it for PLR, unless the publisher is already charging the library a licence fee for loans of your audio-book/ebook. We are required to ask you to confirm that, to the best of your knowledge, a licence fee is not payable.

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