



## Fact Sheet

# REPORTING FORM SINGLE FRAMES

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The **reporting form „single frames“** serves to identify your claims arising from the usage of your works of photography, illustration, caricature, cartoon images, logos, infographics and design

- in German newspapers and magazines (printed versions),
- on websites with reference to Germany and
- on German television.

To determine your claims for works in books, please refer to the separate book reporting form.

This affects the distribution lines „private copy royalties for analogue sources (image)“ and „private copy royalties for digital sources (image)“ and „cable retransmission image“.

### Reporting Option

Only members of the professional group II of Bild-Kunst can report single frames. Reporting is not possible for members of the professional group I as they have other reporting options.

### Reporting Deadlines

The closing date for the usage year is always **30<sup>th</sup> June** of the following year.

### Reporting Procedure

You can submit your claim via the electronic registration portal or in writing through the forms provided by VG Bild-Kunst. These forms can be submitted by mail, by fax or sent as a scanned version by email.

### Reporting System

There is one distribution/payout respectively for the following distribution lines:

- Creation Class Photography
- Creation class „other visual works“ (illustration, caricature, cartoon image/comic, design, logo, infographic)

**Attention:** You need to decide for each distribution line if you claim fees or single frames (see fact sheet „reporting procedure for fees“). You cannot claim both. Should you, nevertheless, claim both fees and single frames in one creation class, we will only account for the reporting of fees.

*Example: If you claim fees in the distribution line „photography“ for a specific usage year, you cannot claim for single frames on web pages, in newspapers or magazines. However, you can claim for single frames for distribution in the creation class „other visual works“.*

### Important note:

a) If you claim for fees in any client category, you can no longer claim for single frames for web pages.

- b) If you claim for fees in a client category of media companies and/or agencies, you can no longer claim for single frames for newspapers and magazines.
- c) If you claim for fees in the client category „broadcasting“, you can no longer claim for single frames on television.

In case of conflict, only the reporting of fees will be taken into account.

**Example:** *You are claiming fees for the distribution line „photography“ in the client category of publishers. You can no longer claim single frames for web pages or single frames for newspapers and magazines. The reporting of single frames on television is still possible. It is also still possible to claim random single frames for the distribution line „other visual works“ as the distribution lines are considered separately.*

### Author Details and Signature

You must always enter your **author number** (please also indicate it on the following pages) and your **surname** in the category **author details**. You must personally sign the form at the bottom.

### Creation Classes

For distribution line „photography“ (left column on the form), you can only claim single frames of the creation class „photography“.

For distribution line „other visual works“ (right columns on the form), you can only claim single frames for the following creation classes:

- Illustrations
- Caricatures and cartoon images /comics
- Print design and web design
- Logos
- Infographics

When adding your single frames to the reporting form, you need to assign these to the creation classes. There is only one form for all creation classes.

**Comment:** Web designers create and maintain websites on the Internet. The web designer is primarily responsible for design, structure and guiding the user through the site, i.e. the design of the interface and the implementation of the corporate design. Each website only has one responsible web designer who is named in the imprint. The naming in the imprint is considered a proof of authorship.

### Single Frames on Web Pages

In each distribution line („photography“ and „other visual works“), you can report single frames of the respective creation class(es) on web pages if you do not report any fees in this distribution line.

**Example:** *For the usage year, you report fees as a photographer in the distribution line „photography“. Since you have also drawn some caricatures for the website of your son's kindergarten on a voluntary basis, you need to report these as single frames for the distribution line „other visual works“.*

Single frames can be claimed for if these were placed on a **German website** for six months or more in the usage year. This website must be freely accessible to the public and **cannot be located behind a paywall**. Single frames on websites of picture agencies or on social media websites (e.g. Facebook, Instagram, Flickr) cannot be reported. A website is considered „German“ if its top-level domain features „DE“ or addresses a German target audience and is written in German.

The **resolution** of a single frame must be so good that the recognition of the essential image features on screen and an expression is possible and appropriate.

Please provide the number of single frames **per domain**. A domain means the name below the level of the top-level domain. Example: „bildkunst.de“ has the domain „bildkunst“ below the top-level domain „DE“. We do not require the exact specification of the domain area where your work is located, i.e.: „www.bildkunst.de/vg-bild-kunst/meldungen/...“.

A single frame can only be counted once per domain, even if it is simultaneously placed on multiple subpages.

Single frames on websites **can be reported again for each usage** if the requirements are met. You can claim a **maximum of 200 single frames** per usage year and distribution line on all domains.

### Single Frames Newspapers and Magazines (print)

In each distribution line („photography“ and „other visual works“), you can report single frames of the respective creation class(es) that were published in printed newspapers and magazines in the respective usage year if you do not claim any fees for this distribution line in a client category of media companies and/or agencies.

*Example: For a usage year 2018, you report fees as a caricaturist in the distribution line „other visual works“. In your main job, you work as an editor for a locale magazine and took photographs that were published in the magazine. Since you cannot claim your salary as a fee at VG Bild-Kunst, you report single frames according to the procedure outlined here.*

The printed newspapers and magazines must be in German and sold in Germany. Single frames can only be reported if these were actually published in a printed edition, but not if they were only provided to the publisher.

Single frames by **authors of own illustrations** cannot be reported insofar as newspapers and magazines in the fields of „science“ or „non-fiction and specialist journals“ are concerned. Authors of own illustrations are authors who create both the text and visual works for an article. This applies to all creation classes, including photographs.

Authors of own illustrations in other fields, e.g. popular magazines (Stern, Bunte, Spiegel) have the permission to report to VG Bild-Kunst. Background: Remunerations for authors of own illustrations in the fields of „science“ and „non-fiction and specialist journals“ are administered by VG Wort.

Single frames in printed newspapers and magazines **can be reported again in each usage year** if the requirements are met. An unlimited number of single frames can be reported per calendar year and distribution line.

### Single frames on television (static frames)

You can claim for single frames of the respective creation class categories (photography, illustration, caricature, cartoon images/comics, design, logo, infographic) that have been broadcast on German television if, in this distribution line, you do not claim for fees in the client category „broadcasting“.

### Further Information

All reporting forms, the list of foreign exhibition venues that can be reported, and distribution plans can be found on our homepage [www.bildkunst.de](http://www.bildkunst.de).

Please send your report to:

**VG Bild-Kunst**  
**Weberstraße 61**  
**53113 Bonn**  
**Germany**

**Fax: +49 228 9 15 34 39**

**Email: [auswertung-bild@bildkunst.de](mailto:auswertung-bild@bildkunst.de)**

We are happy to answer any questions you may have on claims.