



BILD-KUNST

## Fact Sheet

# REPORTING FORM BOOK

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The **reporting form „book“** serves to identify your claims arising from the usage of your works of photography, illustration, caricature, cartoon images/comics, logos etc, logos, infographics and design (title design and overall graphic design) in printed books. Images in e-books cannot be reported at this time.

This affects the distribution lines „private copy royalties for analogue sources image“ and „public lending rights image“.

### Reporting Option

Only members of the professional group II of Bild-Kunst can report images in books. 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

Reporting is made per book. In other words, you report all illustrations of your works that have been published in a specific book, specifying the book-specific information such as title, ISBN and publisher.

In one section, you specify the number of visual works included in the book. You differentiate the number of your photographs on the inside from the number of your photographs on the front cover.

In the second section, you indicate the number of other visual works included in the book, i.e. illustrations, caricatures, etc. Again, a distinction is made between the inside and the front cover.

As separate and independent services, you can specify for the book in question whether you have designed the overall graphic design and/or the title design.

### Author Details and Signature

You must personally sign the form at the bottom. If you choose the reporting procedure in writing and had to use several forms due to lack of space, you need to add your author number on each form sheet.

### Publication Dates

Books must have been published in a print run of at least 250 copies.

Please also note the following additional requirements:

### **ISBN**

The ISBN is required to process your claim. It is usually printed in books on the imprint or on the outside (book cover). Upon our request, a proof of the print run must be submitted which, according to the distribution plan, must be at least 250 copies.

Books without ISBN can only be claimed in writing. The claim must be accompanied by a voucher copy and a proof of a print run of at least 250 copies. In the case of exhibition catalogues without ISBN, your submitting of copies of the cover page and imprint with the written report is sufficient. Catalogues can only be reported as books if the underlying presentation of art has not been claimed.

### **Year of Publication**

The distribution plan takes into account books in their year of publication and for the four subsequent years. Once a book has been reported, it will automatically be taken into account for assessment until the end of that period and does not have to be reported every year. It can be taken into account again if a new edition is published. We speak of a new edition in contrast to a reprint if content and/or design have been changed more than insignificantly in comparison to the pre-print version. In contrast, reprints cannot be reported again.

### **Language**

A claim can only be made for German-language publications, in the field of scientific works also for English-language publications. Publications authored in German and another language or multiple other languages count as German-language publications.

Books without text (except title, imprint, blurb etc.) are considered as German-language books in the sense of the distribution plan if the beneficiary proves, on submitting the claim, that at least 1.000 copies were sold in Germany.

### **Print-on-demand and/or self publishing**

Books produced in the print-on-demand process or through self publishing can only be reported until at least 200 copies have been sold. Please enclose respective proof, e.g. the invoice of a print-on-demand provider and/or a listing of the invoices.

### **Book Type**

The indication of the book type is required.

- Book type 1: Children's and youth literature
- Book type 2: Non-fiction and specialist book
- Book type 3: Illustrated books, art books, fiction, other books
- Book type 4: School book
- Book type 5: Scientific work

### **Notes**

For images in scientific works as well as non-fiction and specialist books, where the author has simultaneously created text and illustrations (author of own illustrations), only VG Wort will receive remunerations. Authors of own illustrations cannot report these works to Bild-Kunst.

For each book, a maximum number of 200 illustrations of your works are taken into account. If the number of the reported works exceeds 200, the shares of individual authors are proportionally reduced.

### No books according to the distribution plan

The following are not considered as books:

- Advent calendars
- Apps
- Blank books
- Booklets
- Brochures
- Card games
- Colouring books
- Copy templates
- Cut-out sheets
- Desk calendar
- Diaries/pocket calendars
- E-books
- Flyers
- Folders
- Games
- Leaflets
- Maps
- Music books
- Photo albums
- Picture cards and flash cards
- Playcards
- Postage Stamps
- Postcards and invitation cards
- Posters
- Programme booklets
- Restaurant and ice cream menus
- Stickers
- Tear-off calendars
- Trading cards
- Voucher booklets
- Wrapping paper

### **Further Information**

All reporting forms and fact sheets as well as the distribution plan can be and distribution plans can be found on our homepage [www.bildkunst.de](http://www.bildkunst.de).

Please send your report to:

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**Germany**

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