

# IBS Rightsmaster

## Works Management User Guide

Release 1.0

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# 1. Preface

## 1.1 Who should Use this Guide

Rightsmaster Works Management User Guide is for users who have some working knowledge of the following:

- Rightsmaster User Interface. If you are not familiar with Rightsmaster User Interface then please refer to *Rightsmaster Navigation Guide*.
- Principles and business practices of your business.
- An understanding of the business use for Works Management in the Rightsmaster System.

## 2. Works Management Home

You can access the Works Management home page by clicking on the named tile on the Rightsmaster introduction screen or by invoking the auto hide menu and clicking the Works menu item. The Works Management module will be displayed as a new tab. The home page presents a list of *Works* that can be filtered, sorted or grouped by column headers as shown in *Figure 1*. Works record holds data that is associated with identifying and describing intellectual property managed by Rightsmaster.

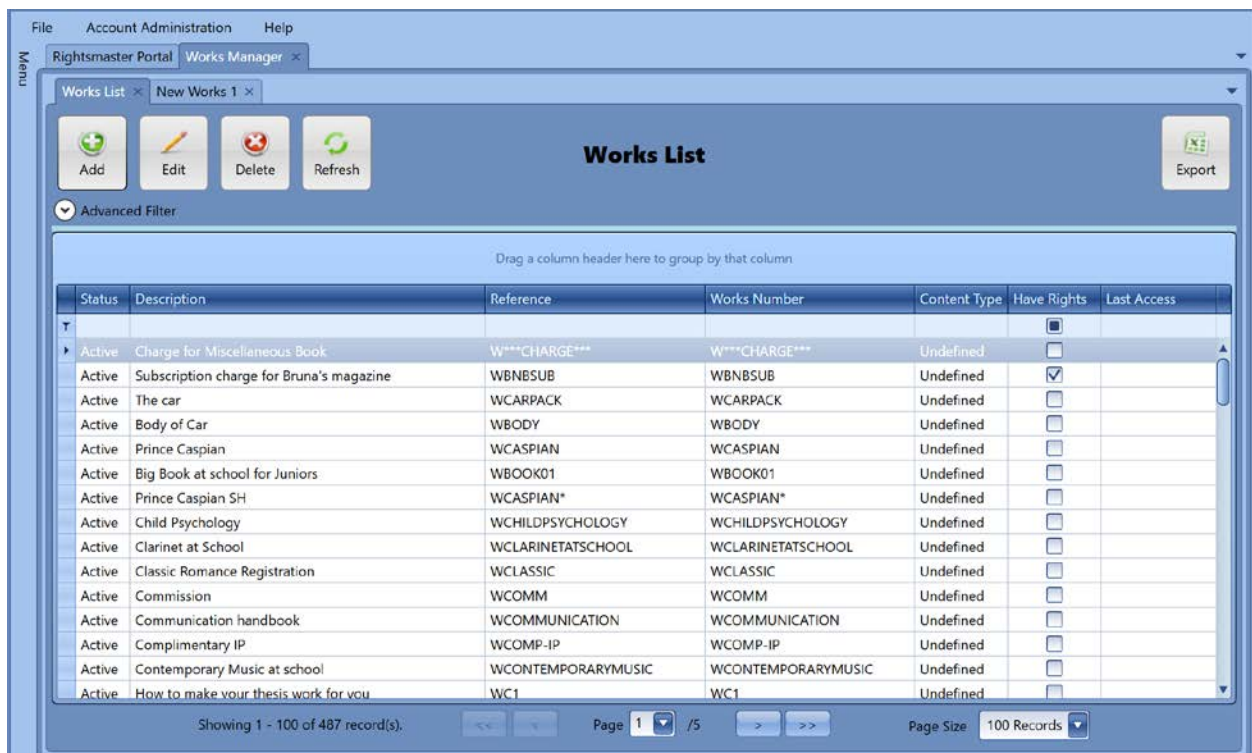


Figure 1

### 2.1 Create a new Work

From the Works Management home page click the **Add** function to create a new work. The first data set tab will open for data entry as in *Figure 2*. Other data sets specific to the addition of the new work are displayed as tabs from left to right.

Enter the data for the new work manually across the functional data tabs on the screen. A logical flow from the left most data tab to the right most data tab is practical but not mandatory.

**Note:** When entering a new work the values for all mandatory fields in Basic data set must be entered before you can save the work record.

#### Basic

The Basic Data tab holds all basic details describing the works.

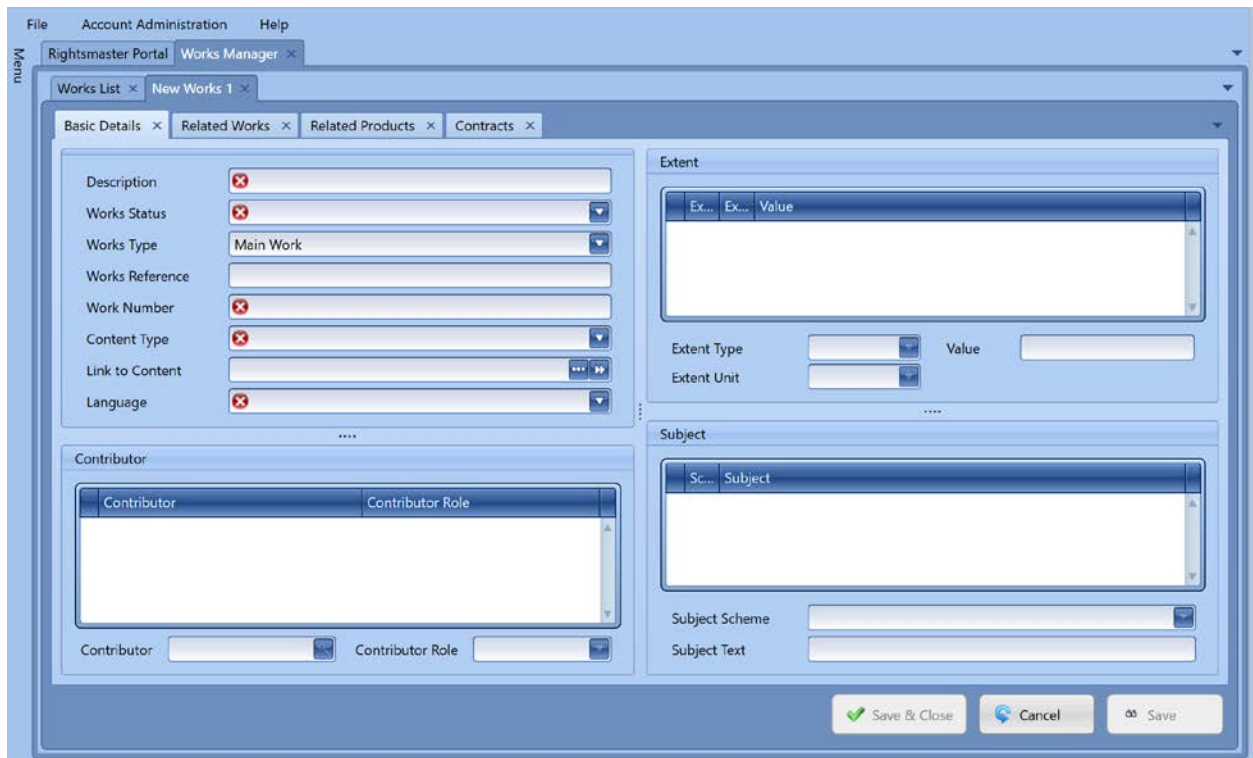


Figure 2

- **Description**  
A brief description identifying and describing the intellectual property that makes up this work.
- **Works Status**  
Works status indicates if the Works is in use or has contracts associated with it.
- **Works Type**  
Works Type identifies the work as primary work (main work) or a sub work which is derived from a primary work. Extracts or chapters from a book (primary work) would be classed as sub works. Default value is Main Work.
- **Works Ref ID**  
Any further reference identification can be entered in this field.
- **Works Number**  
Works number is a unique user defined number identifying the Works item. The system will check for duplicates.
- **Content Type**  
The type of content which can be selected from the drop down list further identifies the actual contents of the work.
- **Link to Content**  
In this field, you can enter a link to where the Works content is stored.
- **Language**  
Select the appropriate language from the drop down list for the works item.

### Contributors

The contributors represent Trading Partners that have contributed in some way to the works. Contributors are added to a work through selection of an existing Trading Partner. Right click on the contributor's box and select **Add** to add a new contributor.

➤ **Contributor**

The contributor must exist as a trading partner in Rightsmaster with associated creditor or creditors to receive royalty payments. Select from the drop down selection list.

➤ **Contributor Role**

The contributor role is a definition of the contribution that exists as a result of the contributors association to the work and is independent of the Trading Partner Type.

### *Extent*

Extent is dependent on the nature of the work. If the work is a physical book then the extent is the length of a book and usually, this will be a word count or number of pages. For a digital work the extent could be the file size and for audio work it could be the duration of the audio. Right click on the extent box and select **Add** to add a new extent.

➤ **Extent Type**

Extent type identifies the different measurements types that can be used to determine the extent of the work. Select an appropriate extent type from the drop down selection list.

➤ **Extent Unit**

Depending on the extent type of the work, select the appropriate unit of measure for the extent.

➤ **Extent Value**

In this field enter the value for the corresponding extent type.

### *Subject*

Subject refers to the subject classification categories which are established by BIC (Book Industry Communication)

Right click on the subject box and select **Add** to add a new subject scheme.

➤ **Subject Scheme ID**

Subject Scheme is the classification used to categorize different books. Select an appropriate scheme from the drop down selection list.

➤ **Subject Text**

In this field you can enter any text to further describe the Works item subject.

After you have entered all the required data on this screen click on Related Works data tab to access next data entry screen as shown in *Figure 3*.

### **Related Works**

A work can have a parent/child relationship to another work. Related Works tab facilitates the addition of new links between different works. A work link should be completed where one work is a child of another work or if the work is the parent of another work.

The hierarchical links created are significant within the Rightsmaster module where contracts can be created at the child level and the contract payment schedules are assigned to the parent work.

This allows flexibility within the contract management and payments management facility where a child work is configured to attract a percentage of the total royalty due to the parent work as an example.

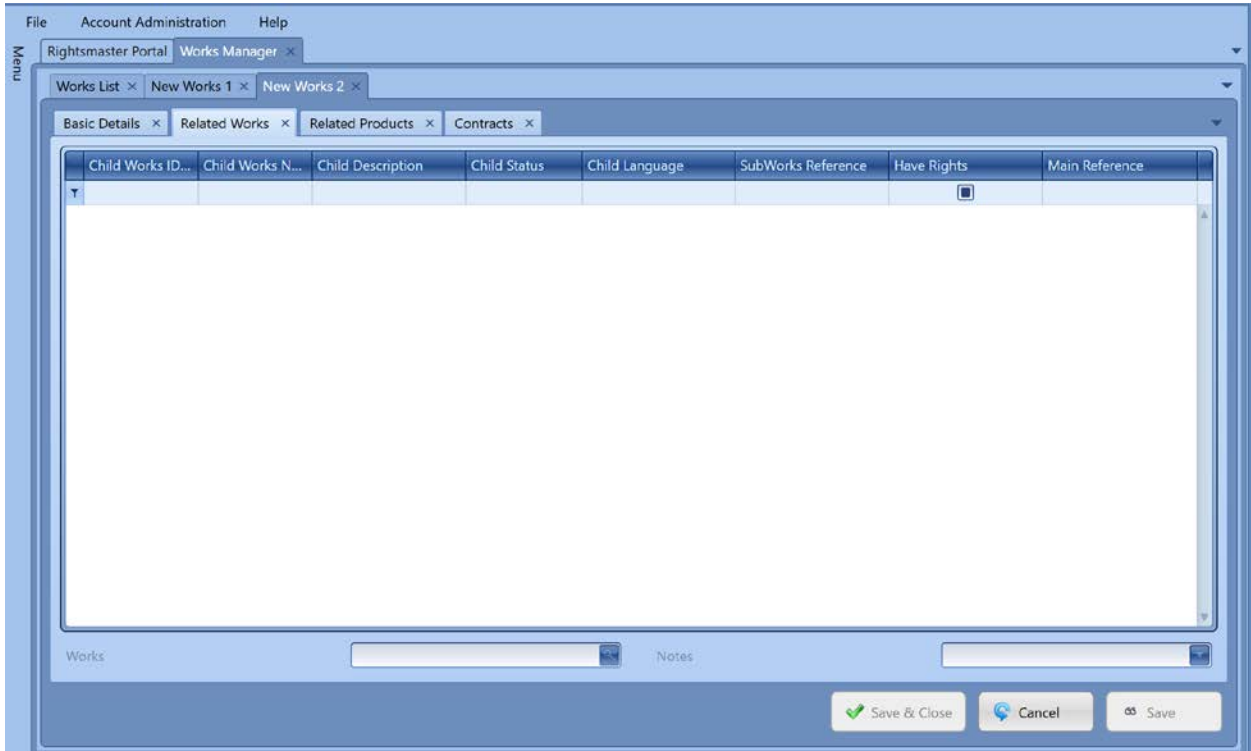


Figure 3

You can initiate a new works link through the **Add** function button within this data tab, the system will prompt for selection of the related work. Select the related works item and click **OK**.

**Note:** If you are creating a Works item as Main Work then the related works would be linked as child works. If you are creating a Works item as Sub Work then the related works would be linked as parents.

The following data fields are displayed for the related child work. If the related link is a parent then this information would instead display for a parent work.

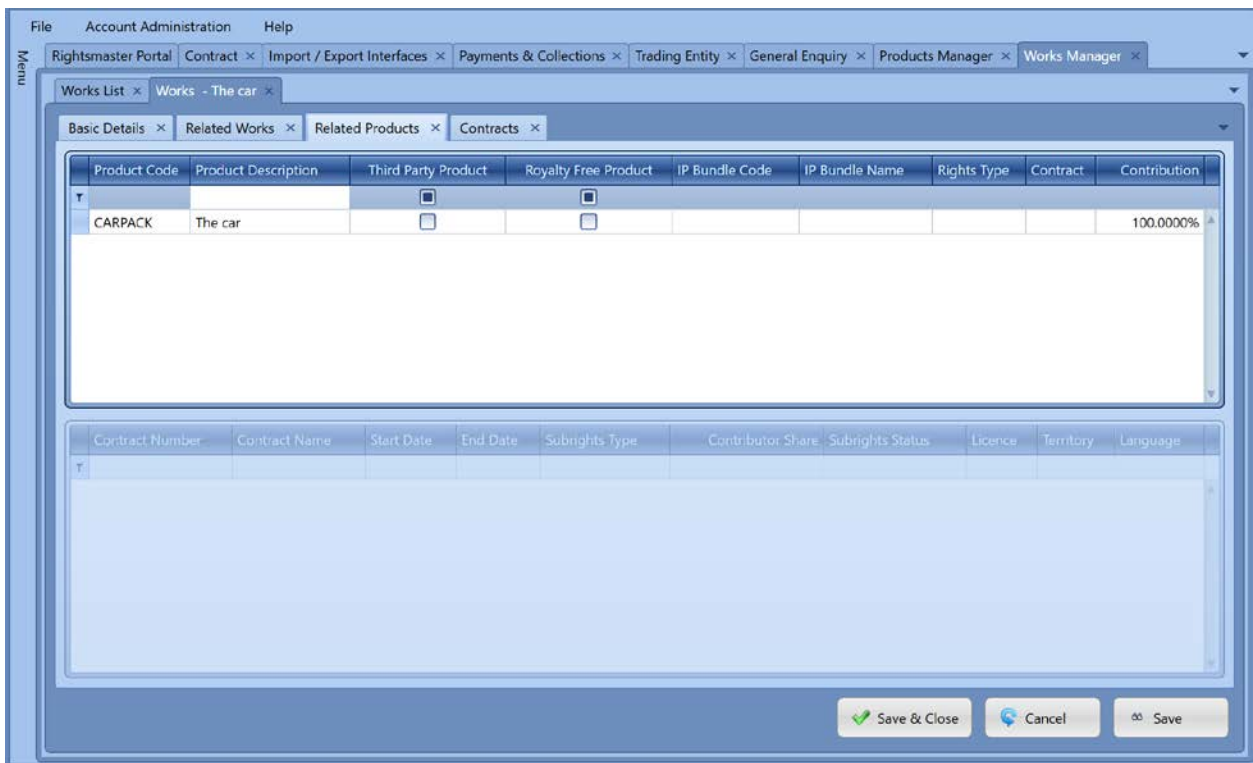
- **Child Works ID Type**  
This is the works type for the related child work.
- **Child Works Item Number**  
This is the unique works number of the related child work.
- **Child Description**  
Description of the related child work.
- **Child Status**  
Status of the related child work which refers to its use in contracts.
- **Reference**  
This is works reference identification for the related child work.

- **Has Rights**  
This is works status of the related child work.
- **Child Language**  
This is the language of the related child work.

After you have entered all the required data on this screen click on Related Products data tab to link products to the Works item as shown in *Figure 4*.

**Related Products**

A work must be linked to one or more products to be used in Rightsmaster contracts. Sales are reported by product, therefore, the relationship between products and their constituent works form the main link into contracts where the works are identified with their payees.



*Figure 4*  
Any products that are linked to this work will be displayed.

**Contracts**

When a product having a contract is selected from the existing list of related products the basic details of the contract will be displayed here.

**Contracts**

A product may be associated to one or many payment or collections contracts through its associated works. These contracts, created in the Contracts Management module are listed within Contracts tab for viewing.

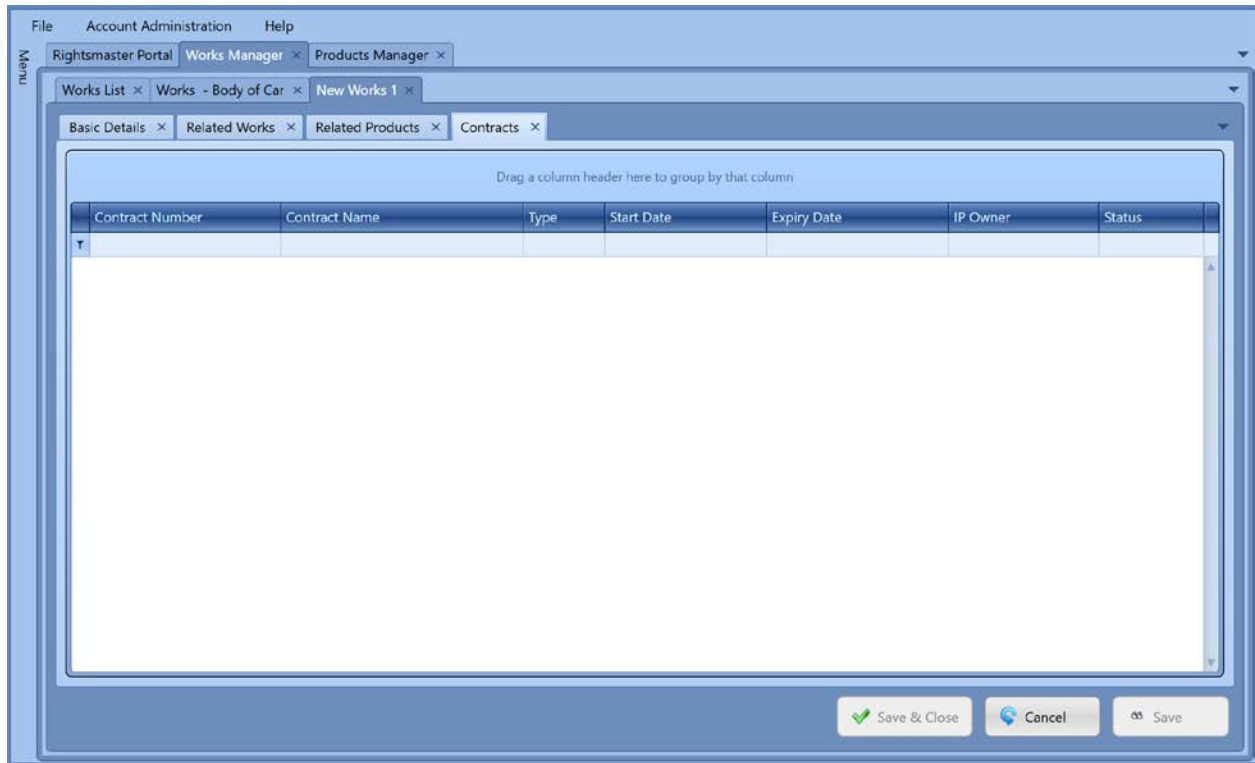


Figure 5

Once all the Works data is entered click **Save** or **Save & Close** to save the Work record in the system.

## 2.2 Work with existing Works

From the Works Management home screen you can select an existing work from the list and the selected record will become active. The selected record can be edited using the **Edit** function.

Right click on a Works record on the select list to display various options that are available for that record.

**Works List**

Advanced Filter

Drag a column header here to group by that column

Status	Description	Reference	Works Number	Content Type	Have Rights	Last Access
Active	Charge for Miscellaneous Book	W***CHARGE***	W***CHARGE***	Undefined	<input type="checkbox"/>	
Active	Subscription charge for Bruna's magazine	WBNBSUB	WBNBSUB	Undefined	<input checked="" type="checkbox"/>	
Active	The car	WCARPAC	WCARPAC	Undefined	<input type="checkbox"/>	27/05/2016 3:41:32 PM
Active	Body of Car	WBODY	WBODY	Undefined	<input type="checkbox"/>	
Active	Prince Caspian	WCASPIAN	WCASPIAN	Undefined	<input type="checkbox"/>	
Active	Big Book at school for Juniors	WBOOK01	WBOOK01	Undefined	<input type="checkbox"/>	
Active	Prince Caspian SH	WCASPIAN*	WCASPIAN*	Undefined	<input type="checkbox"/>	
Active	Child Psychology	WCHILDPSYCHOLOGY	WCHILDPSYCHOLOGY	Undefined	<input type="checkbox"/>	27/05/2016 3:42:47 PM
Active	Clarinet at School	WCLARINETATSCHOOL	WCLARINETATSCHOOL	Undefined	<input type="checkbox"/>	
Active	Classic Romance Registration	WCLASSIC	WCLASSIC	Undefined	<input type="checkbox"/>	
Active	Commission	WCOMM	WCOMM	Undefined	<input type="checkbox"/>	
Active	Communication handbook	WCOMMUNICATION	WCOMMUNICATION	Undefined	<input type="checkbox"/>	
Active	Complimentary IP	WCOMP-IP	WCOMP-IP	Undefined	<input type="checkbox"/>	
Active	Contemporary Music at school	WCONTEMPORARYMUSIC	WCONTEMPORARYMUSIC	Undefined	<input type="checkbox"/>	
Active	How to make your thesis work for you	WC1	WC1	Undefined	<input type="checkbox"/>	

Showing 1 - 100 of 487 record(s). Page 1 / 5 Page Size 100 Records

Figure 6

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## 3. Appendix - Glossary

### **Acquisition Contract**

An acquisition or a head contract is a contract between the publisher and the copyright owner. It details the works, contract parties, royalty, payees and payment definitions and describes the primary and subsidiary rights and permissions granted to the publisher. In Rightsmaster an acquisition contract is known as a payment contract.

### **Acquired Rights**

Acquired rights are the primary rights acquired and are stated under Grant of Rights in the contract.

### **Advance**

Advance is the non-returnable payment to authors by publishers against which the royalty earnings are offset.

### **Book Club**

A mail order operation through which selected books are sold direct to the public at a price significantly below the recommended retail price in return for a commitment to buy a particular number of books over a period.

### **CAL**

Copyright Agency Limited, a collecting agency which represents copyright owners as their non-exclusive agent to license the copying of their works to the general community.

### **Compilations**

Works formed by the collection and assembling of pre-existing works that result in an original work of ownership.

### **Contract**

A contract is an agreement with legally binding obligations between two or more parties.

### **Contributor**

A contributor is an entity who has contributed in some way to the works.

### **Derivative Work**

A Work based upon one or more pre-existing works, such as a translation, dramatization, musical arrangement etc.

### **Editorial**

The department within a publishing house responsible for the content of its titles, both by commissioning and acquiring but also subsequently ensuring accuracy and completeness of the finished publication.

**Extent**

Extent depends on the nature of the Work and is used to quantify a Work by using a combination of Extent Type, Unit and a Value. For a physical book it can be the length of a book in word count or number of pages. For a digital work the extent can be the file size and for audio work it can be the duration of the audio.

**IP (Intellectual Property)**

Intellectual Property is the broad term for property governed by copyright, trademarks, patents, and trade secrets.

**Literary Agent**

Literary Agent can be person or a company looking after the interests of author clients and managing the exploitation of rights in an author's work.

**Product**

Products are a commercial representation of a one or multiple works. A Product must be linked to at least one work for Rightsmaster contracts.

**Rights**

Rights gives the legal authorisation to use a copyrighted work.

**Royalties**

The fee charged by a rights holder for the use of their copyrighted work.

**Scheme**

Scheme is the classification used to categorize different books.

**Subrights**

Subrights (subsidiary rights) is the permission to use the content from the primary license that the publisher has purchased from the copyright owner. When a publisher buys the right to publish a book, it secures subsidiary rights as well. This allows the publisher to exploit these rights and sell to others to create new products, thus acting as an agent for the IP owner. Subrights can be e-books, translations, audio books, film and video rights etc.

**Subrights Contract**

A subrights contract is a contract between a publisher with the primary rights and the 3rd party. It details the conditions and the collections definitions of the subright being exploited. In Rightsmaster subrights contract is known as a collection contract.

**TPM (Trading Partner Management)**

A trading partner is any company or an individual person that has a relationship with your company for business purposes.

**Works**

Works are defined as any content, including text, artwork, photography, audio recordings or any iteration of these where the intellectual ownership has to be recognized and protected and therefore considered a copyrighted work.