

INFORMATION LEAFLET



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'PLR's aim is to provide an excellent service to all our stakeholders making annual payments to writers and other creators whose works are freely available in libraries. We will achieve this by maintaining a highly skilled team and making efficient use of all our resources.'



1. The PLR Scheme, Calculations and Payments

How does the PLR system work?

Under the Public Lending Right system, payment is made from government funds to authors, illustrators and other contributors whose books are borrowed from public libraries.

From the applications received, the PLR office compiles a computerised register of contributors and books. A representative sample of book loans, consisting of all issues from selected public libraries, is recorded. This is then multiplied in proportion to total library lending to produce for each book an estimate of its total annual loans throughout the country.

Each year after deduction of administrative costs, the fund allocated by Parliament is divided by the total loans of registered books to arrive at a 'rate per loan' figure. This forms the basis for calculating payments.

How do I claim PLR payments?

In order to receive payments, you must first check that you and your books are eligible (see Section 2) and then apply to register your published books for PLR (refer to Section 3). First applications may not be made by the estate of a deceased author. However, if an author registers during their lifetime the PLR in their books continues for up to 70 years after the date of their death (refer to Section 3 – Assignment of PLR).

Can I claim retrospective payment?

The PLR year runs from 1 July – 30 June each year. Books registered at any time during the PLR year are credited with loans backdated to 1 July. It is important to register your published books by no later than 30 June to be credited with loans for the whole PLR year.

The PLR Scheme does not allow for retrospective payments to be made for earlier years.

When are payments made?

Each January you will receive a statement giving details of the estimated national loans and payments due for books which you registered in the previous PLR year, ie before 30 June. If you have an online account you will be advised your statement is available to view online. Statements are only posted if there is a payment due.

Payments are made each February, directly into your bank account where possible. The minimum payment amount is £1 and the maximum £6,600.

How is loans data collected?

We collect loans data from a representative sample of library authorities across the UK. The sample is rotated each year to ensure that authors of books of local and regional interest have a periodic chance of receiving payment. A list of authorities participating in the sample is available on our website www.plr.uk.com under Library Information/Sample Library Lists, or details can be posted on request.

2. Eligible Contributors and Books

Residence requirement

At the time of application you must have your only home or principal home in the UK or in any of the other countries within the European Economic Area (ie EC Member States plus Iceland, Norway and Liechtenstein). For PLR purposes, the UK does not include the Channel Islands or the Isle of Man. If you have more than one home, your principal home is the one where you spent most time during the 24 months before your application.

Can I claim PLR in other countries?

The PLR Office pays for book loans from UK libraries. To receive PLR from German, Dutch, Austrian and libraries in other European countries please contact the Authors' Licensing and Collecting Society (ALCS), t: 020 7264 5700 w: www.alcs.co.uk. To register for Irish PLR please contact the Irish PLR office, t: 00 353 1 6761167/6761963 w: www.plr.ie.

Further details on PLR Schemes around the world can be found on our international website www.plrinternational.com. Alternatively, you may contact the PLR office.

What can I register for PLR?

You should register each book and each new edition where it has a different ISBN. Once an ISBN has been registered you do not need to apply for it again.

A book is eligible for PLR registration provided that:

- it is printed and bound (paperbacks counting as bound)
- it has been published (you should wait until the publication date to apply)
- copies of it have been offered for sale
- the authorship is personal (ie not a company or organisation)
- it has an ISBN (International Standard Book Number) which is a 10 or 13 digit number usually printed on the back of the title page or cover.

Books that are wholly or mainly musical scores, newspapers, magazines and journals, and Crown Copyright publications are not eligible for PLR.

The 2010 Digital Economy Act opened the way for PLR to be extended to public library loans of audio books and certain categories of ebooks. To introduce these changes the PLR legislation will have to be amended. Because of the need to reduce public expenditure the government decided in October 2010 to postpone any amendment to PLR legislation extending PLR to audio and ebooks.

To qualify for PLR in a book you should be named on the title page or be entitled to a royalty payment from the publisher (but you do not have to own the copyright). When two or more contributors are involved they must divide the PLR between them. This is done on the basis of percentage shares (see [How do I agree shares?](#) for further details).

Only contributors who are named on the title page of a book and have contributed to the text or illustrations inside the book qualify for registration. Writers of a foreword or short introduction do not qualify if this was their only contribution. Publishers and packagers are not eligible for PLR.

How do I agree shares?

Shares should be agreed between all eligible contributors who are named on the title page of the book prior to applying for PLR registration (see [Which types of contributors may register?](#) for further details). Each contributor should then submit a separate application to register their share.

Share agreements can be made either verbally or in writing (this includes emails). The percentage split should reflect individual contributions to a book, and the figures should be whole numbers (ie not 33.3%).

If you are unable to contact the other contributors, you may register a share which you feel is appropriate in relation to the contribution which you have made to a book. However, if the other contributor subsequently applies for different shares, we will have to remove your share until an agreement is reached.

You may only apply for a share which reflects your own contribution. If there are other contributors named on the title page who are deceased, live outside the EEA or do not want to register, you should allocate a notional share to reflect their contribution.

Which types of contributors may register?

- **WRITERS** may register a share to reflect contribution. If you are the sole author and the only person named on the title page, you may register 100%. Co-writers should agree shares based on contribution. If there are any illustrators/photographers named on the title page they should also be accounted for in the share agreement.
- **ILLUSTRATORS/PHOTOGRAPHERS** – if named on the title page, illustrators /photographers may register a share to reflect their contribution – even if they are paid by flat fee
- **TRANSLATORS** may register a fixed share fixed of 30% if they are named anywhere in a book

ADAPTORS/RETELLERS may register 80% of the *text* share (after the illustrator's share is allocated) where the original author is named on the title page or 100% of the *text* share where no original author is named

- **GHOST WRITERS** A ghost writer whose name does not appear on the title page is not eligible for PLR unless they have a royalty agreement with the publisher or an agreement with the author named on the title page. The subject or interviewee may be regarded as a co-author if they had some positive part in producing the book – apart from giving interviews i.e. checking manuscripts, making revisions etc
- **EDITORS/COMPILERS/ABRIDGERS/REVISERS** may register a share to reflect their contribution. The basic share for editors/compilers is 20%, but share size can be determined by referring to the following guidelines.

Guidelines to Determine Editor's Shares

- 20%** Where, in addition to normal editorial work, you have written more than 10% of the book or 10 pages of text and you are named on the title page. If you are not named on the title page you may still register 20% if you have a royalty agreement with the publisher, regardless of whether you have contributed 10 pages or 10% of the book.
- 50%** Where you have compiled the book from diverse material involving substantial rearrangement, editing, transcribing, and/or abridgement plus some explanatory writing.
- 80%** In exceptional circumstances, for example, where it has taken many years of research to produce a book from obscure primary material and there is a large amount of original writing by the editor or compiler.
- 100%** Where you have written the entire book (despite the fact that you may only be credited on the title page as editor or compiler).

Note: Joint editors/compilers should choose a share from the above guidelines which reflects the total editorial contribution and divide this equally between co-editors.

3. PLR Registration

Applying for PLR

Before submitting your application, please refer to Section 2 of this leaflet to check that you and your books are eligible, that all contributors named on the title page have been accounted for and that shares have been agreed which reflect contribution.

It is not possible to register books via letter or email. You can apply by any of the following options:

- Online (details below).
- Download a form from our website (under Registration Service/PLR Forms & Leaflets).
- Request a form to be posted to you.

Go Paper Free - Manage Your PLR Account Online

You can apply for an online account at www.plr.uk.com and once activated you can:

- Apply to register your books and view titles registered.
- View and update your personal details.
- View and print your annual statements.
- Send secure messages.

If you apply via a paper form you will receive a computer printout to confirm registration. If you apply online you will be advised to log into your account to view your registered books.

Queries and updates to personal information

Due to legal requirements to protect confidentiality, we are not permitted to discuss a registered owner's affairs with anyone other than the registered owner identified on our records. This policy applies unless we have received official documentation (such as Power of Attorney) which allows a nominated individual to act on their behalf.

Please notify PLR of changes to personal details as soon as they occur. You can update your **address** and **bank** details in writing or via the online service (www.plr.uk.com). We can also accept changes of **address** (but not bank) over the telephone, subject to verification being provided. Please note that we are unable to accept changes to either **address** or **bank** details via email.

Income Tax and VAT

Payments to UK residents will be made without deduction of tax. You should include details of the sums received as income in your tax returns. However, for non-UK residents, the PLR office is obliged to deduct tax before payment is made.

Payments to non-UK residents will be subject to tax at the basic rate, under Section 536 of the *Income and Corporation Taxes Act 1988*. Tax exemption can be applied for by contacting HM Revenue & Customs Centre for Non-Residents Double Taxation Treaty Team (tel: 0845 300 0627 - from UK; +44 135 535 9022 - from overseas). Further information and forms can be found on their website (www.hmrc.gov.uk/cnr/app_dtt.htm).

PLR is outside the scope of VAT and should not be declared on VAT return forms. In cases of difficulty your local VAT offices should be asked to refer to VAT Administration Directorate (VAH2) quoting reference TL1158/82.

Assignment of PLR

Providing you are eligible and you have registered for PLR it is possible to assign the PLR in your books to another individual or company – at which point you permanently relinquish all rights to payment and information about the books. Alternatively, you may retain your right in PLR but specify that payment is to be made to someone else by providing their bank details on your application form.

If you registered for PLR during your lifetime the PLR in your books may be transferred to your beneficiaries and continues for up to 70 years after your death. PLR is separate from copyright and you should make clear provision in your Will for the disposition of the PLR in your books. You may wish to consult a solicitor about the appropriate wording. When the PLR office is notified of the death of a registered author, instructions and forms are sent to the executor of the estate.

If you would like your PLR payments to remain in the Fund after your death for the benefit of other authors, we can provide the appropriate wording for your Will.

4. The PLR Service

How soon may I expect to receive a response?

You should normally receive a reply within two weeks. However, during busy periods (June and January/February) this may extend to six weeks.

Immediately after the details of your book(s) have been recorded on the PLR computer you will be sent confirmation for your records (if you have an online account you will be advised to log into your account to view titles registered).

How can I find out more about PLR?

PLR's website (www.plr.uk.com) contains further background information and our latest news. In addition, a Newsletter is enclosed with your annual statement (each January). This includes information regarding the previous year's PLR operation and its costs, and details of any recent or forthcoming rule changes. This information is also available on our website. A fuller Annual Report is published by the Registrar. Copies are available from the PLR office and on the website. If you provide us with an email address, you will also receive e-newsletters, which provide useful information such as registration reminders and important dates.

What information is confidential?

In accordance with Data Protection legislation the Registrar confirms that the personal data you provide in registering with this organisation will only be used for the purposes of administering PLR. If you have provided an email address, we may send you emails

occasionally updating you on PLR developments. If you do not wish to receive these emails you may contact us to opt out.

No personal information will be disclosed to a third party. However, the Inland Revenue is entitled to information about payments.

What happens if the PLR office makes a mistake?

The PLR office makes every effort to ensure the correct registration of books. If an error is made by the office, it will be rectified and retrospective payment made where appropriate. However, the PLR office cannot be held responsible for errors in bibliographic or loans information supplied by libraries or other agencies.

If I have a complaint or problem what should I do?

In the first instance write with details to the Registrar, Jim Parker, at the address on the front of this leaflet, enclosing a copy of your book if appropriate or email him (theregistrar@plr.uk.com). Alternatively you may telephone him on (01642) 604699 between Monday and Friday, 9.00am-5.00pm (4.30pm on Fridays). If the cause of your concern remains unresolved you are of course at liberty to refer the matter to the Secretary of State for Culture, Olympics, Media and Sport, to whom the Registrar is ultimately responsible for the administration of PLR. Whilst we hope that all complaints can be dealt with satisfactorily in this way, you may, if you remain dissatisfied, ask the Parliamentary Ombudsman, via your MP, to investigate your complaint.

Your views

The Registrar monitors the working of the PLR Scheme and would be glad to hear from you regarding possible unfairness or anomalies in the rules. Suggestions for improvements can be referred by the Registrar to a Management Board which advises him on PLR matters and may lead to changes in the PLR Scheme. You may wish to send an email message to the Registrar (theregistrar@plr.uk.com) expressing your views – but please note that we cannot accept changes to personal details via email.