Date: February 22, 2006

THE CHURCH OF

JESUS CHRIST
OF LATTER-DAY SAINTS

General Authorities; Area Seventies; Stake, Mission, and District Presidents; Bishops and Branch Presidents

From: Intellectual Property Office

subject: Unauthorized Use of Copyrighted Materials

Current Church policy provides that materials produced by the Church are thoroughly reviewed and approved for clearance of copyright and data privacy rights (see *Church Handbook of Instructions*,149-50).

Individual Church members and Church units may produce newsletters and other materials using excerpts from written Church publications for personal or local use. However, all other copyrighted works, particularly including music, video, or images should not be included in locally produced materials unless specifically authorized by the Church Intellectual Property Office. When Church units produce and distribute unauthorized materials in DVD, CD, or other media formats in violation of Church policy, they expose the Church to liability and those who produced the unauthorized work to personal liability.

Priesthood leaders should direct any questions about copyright or about obtaining copyright permission to the Intellectual Property Office at Church headquarters as follows:

Phone: 801-240-3959 Fax: 801-240-1187

E-mail: COR-IntellectualProperty@ldschurch.org

This notice is being translated and will be distributed to units identified as Albanian, Armenian, Bulgarian, Cambodian, Chinese, Croatian, Czech, Danish, Dutch, Estonian, Fijian, Finnish, French, German, Greek, Hungarian, Icelandic, Indonesian, Italian, Japanese, Kiribati, Korean, Latvian, Lithuanian, Mongolian, Norwegian, Polish, Portuguese, Romanian, Russian, Samoan, Serbian, Slovak, Slovenian, Spanish, Swedish, Tahitian, Thai, Tongan, Ukrainian and Vietnamese units. Distribution in these languages will be complete within two weeks. Leaders of units in the United States and Canada may request copies from the Salt Lake Mail Operations Center (ext. 21990). Leaders in other areas of the world may request copies in these languages from local service centers. If leaders need it in languages not listed above, they may contact the Area Presidency who can forward requests to Project Coordination at Church headquarters (ext. 22933).