

# Chronicler's Handbook

For

# The Kingdom of Ealdormere



# TABLE OF CONTENTS

Society Chronicler Policies .....	Page 3
Ealdormerean Chronicler Policies .....	Page 16
Ealdormere's Web Policies .....	Page 19
FAQ by Mistress Nicolaa.....	Page 21
Copyright Law for the SCA.....	Page 23
Resources for Chroniclers/Web Ministers.....	Page 29
Publication Permission Form.....	Page 31
Domesday Form.....	Page 32

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Kingdom of Ealdormere

# Society Chronicler Policies

## A. Introduction

These policies cover all publications produced by and for members of the Society for Creative Anachronism, Inc., (hereinafter referred to as “the Society” or “SCA, Inc.”), and its subsidiary branches.

## B. Policies for Kingdom Publications

### 1. Requirement for a Newsletter and a Chronicler

Every Kingdom must publish a monthly newsletter and have a fully-warranted Chronicler in accordance with Corpora. Each Kingdom’s newsletter should be a showpiece of that Kingdom, showing it in the finest possible light. Newsletters will uphold high standards of excellence in order to show the pride that each Kingdom has in itself, and provide the best possible reflection of the Society.

### 2. Requirements for Chroniclers

#### a. Qualifications

The ideal Kingdom Chronicler has publishing experience, bookkeeping experience, a complete graphics lab in the home, a friendly local printer, and a score or more friends willing to do the collating/ mailing parties monthly. None of us is perfect, but there are some minimum requirements:

- Experience with writing or editing
- Printing or publishing experience, which may be in SCA publications (or a deputy with those skills to serve as newsletter editor)
- Good bookkeeping skills, or a deputy with those skills
- Balance and judgment in matters political
- A working telephone
- Access to a reasonable support base, such as a household or local group
- Regular contact with Kingdom activities
- Reliable email/internet access
- Ability to meet the ongoing requirements of the Kingdom Chronicler position, primarily, but not limited to:
  - Monthly publication or supervision of the monthly publication of the Kingdom newsletter
  - Timely responses to inquiries and communications from Corporate Officers and members of the Board of Directors
  - Quarterly financial reporting to the Society Exchequer or their appointed deputy
  - Annual submissions to the Society Chronicler for the Master William Blackfox Awards.
  - Monitoring of local newsletters within the Kingdom for policy compliance
  - Other duties and special projects that may be assigned by the Society Chronicler

#### b. Membership

Kingdom Chroniclers must meet the membership requirements of the office as outlined in Corpora. If a Chronicler’s membership lapses during the term of office and is not renewed within 30 days, the Society Chronicler may ask the Crown to appoint a new Chronicler.

c. Warrants

A Kingdom Chronicler must be warranted according to the procedure outlined in Corpora. A warrant signed by the Crown of the Kingdom, using their modern legal name, should be submitted to the Society Chronicler for ratification within 30 days of the Kingdom Chronicler's assumption of office. Either the Crown or the Chronicler may submit this warrant. Failure to submit a warrant for ratification may result in the withholding of the Kingdom newsletter stipend, as the warrant represents legal authorization for the Kingdom Chronicler to expend these funds.

### 3. Required Inclusions

The Kingdom newsletter must carry the following items on a regular basis as indicated below:

a. Statement of Ownership

The ownership statement of an official Kingdom newsletter must appear in each issue and must include the following:

- The month and Common Era year of publication.
- The Kingdom of publication.
- The name of the newsletter.
- The fact that "X" Kingdom is a branch of the Society for Creative Anachronism, Inc.
- The cost of subscriptions.
- The address of the Registry, and that changes of address and other administrative details must be sent there.
- Advertising rates.
- Copyright statement.

This is a sample minimal acceptable statement:

"This is the June, 2001, issue of the Morgenstern, the official newsletter of the Kingdom of Provincia. Provincia is a branch of the Society for Creative Anachronism, Inc., and the Morgenstern is published as a service to the SCA's membership. Subscriptions (available only to members) are \$35 per year. Memberships are available from the Office of the Registry, SCA, Inc., P.O. Box 360789, Milpitas, CA 95036-0789. All changes of address or questions about subscriptions should be sent to the Registry. Membership information and a subscription form are included elsewhere in this issue on a bi-monthly basis.

"Advertising rates are \$x per full page, \$x per half page, and \$x per quarter page. All advertising is on a space available, pre-paid basis. Checks should be made payable to "SCA, Inc.-The Morgenstern".

"Copyright © 2001 Society for Creative Anachronism, Inc. For information on reprinting photographs, articles, or artwork from this publication, please contact the Kingdom Chronicler, who will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors."

This statement must appear within the first five pages of the newsletter, as required by United States Postal regulations for bulk mailings. International groups will also include this statement in the first five pages of their publications unless their postal regulations require a different placement. If so, they will notify the Society Chronicler accordingly.

b. Monthly Inclusions

- The names and addresses of the Royalty and Great Officers
- A calendar of events for the month
- Announcements for events taking place that month
- The name and address of the Society Seneschal, the Corporate Secretary/Registrar, and the Ombudsman for the Kingdom
- The names and addresses of the local seneschals

- On the outside front cover, the name of the newsletter, the Kingdom, and the month and common era year of publication

c. Bi-Monthly Inclusions

- The list of Corporate Staff which includes the following:
  - Complete listing of the members of the Board of Directors including their Ombudsman assignments.
  - President of the Society
  - Society Treasurer
  - Vice President for Communications
  - Executive Assistant to the Board of Directors
  - Laurel King/Queen at Arms
  - Society Marshal
  - Society Minister of Arts and Sciences
  - Society Chronicler
  - Electronic Publications Manager
  - Corporate Publications Manager
  - Surgeon General
  - Society Chatelaine
  - Editor, Tournaments Illuminated
  - Editor, Compleat Anachronist
- Membership form

#### 4. Event Announcements

Not every event needs to be published in the Kingdom newsletter. Event notices must be published for those events at which any one of the following will take place:

- Crown and Coronet Tournaments
- Coronations and Investitures
- Appointment of Kingdom or Principality Officers
- Presentation of awards or titles
- Proclamation of law
- Establishment or advancement of branches

These activities cannot take place if a complete event notice does not appear in the Kingdom newsletter at least once before the date of the event. The publication requirement may only be waived in extraordinary circumstances such as natural disaster. The Society Seneschal can authorize an event to include long term business despite a deficiency in the published notice, subject to review by the Board. The channel for determining if a waiver is possible runs from the autocrat through the branch and Kingdom Seneschals to the Society Seneschal. It is the responsibility of the Chronicler and the Seneschal of the Kingdom to make certain autocrats and Royalty alike are aware of these conditions. The Kingdom Chronicler is responsible for keeping the Society Chronicler informed of situations for which a waiver has been, or will be, requested.

A complete event announcement must appear in the newsletter at least the month of the event (i.e. in the June issue for a June event). If the event takes place in the first 10 days of the month, the announcement may appear in the preceding issue of the Kingdom newsletter to meet this requirement. To be considered complete, an announcement must contain:

- Date of the event (day and month) If the event will not be held during the Common Era year noted on the front cover of the newsletter, the announcement must also include the Common Era year
- The time of the event: when the site opens and closes
- The name of the sponsoring group
- The location (name, street address, and town) of the site. The postal code should also be included if available.
- The name (both Society and modern) and address of the autocrat

- If there is a fee being charged for the event, the statement “Make checks payable to <SCA, Inc. – Group Name>” (or for international groups: “Make checks payable to <Group Name>”) must also be included.

Each Kingdom on an individual basis may require other information. The Chronicler should assist submitters of incomplete announcements in completing their announcement.

## 5. Distribution Requirements

### a. Non-Profit Standard Mail (A) permit

Every Kingdom Chronicler whose newsletter is produced and mailed in the United States must obtain and keep current a Non-Profit Standard Mail (A) regional deposit permit, and must sort and deposit the Standard Mail (A) class newsletters according to the current regulations of the U.S. Postal Service. The conditions and regulations pertaining to the Society’s Non-Profit Standard Mail (A) eligibility and deposit regulations are subject to change. Please consult the Society Chronicler or the Registry for current information. International groups should consult with their postal authorities to determine the most economical method of mailing their kingdom newsletter. Their findings will then be reported to the Registry, Kingdom Ombudsman and Society Chronicler, and will be verified for accuracy by the Society Chronicler. In the unlikely event that a Kingdom has so many first-class subscriptions that the number of bulk-rate subscriptions falls below the minimum number needed to make a bulk mailing, the Chronicler should consult the Society Chronicler about what steps to take.

### b. First Class, Air Mail, and Overseas Mailings

Kingdom Chroniclers residing in the US that routinely mail over 500 pieces of first class mail may want to consider applying for a first class bulk mail permit. While the mail still needs to be sorted, this permit offers a small savings over straight first class rates. For more information on a bulk first class permit, contact the Society Chronicler or the Post Office. Kingdom Chroniclers must stay abreast of current mailing requirements for air mail and overseas mailings.

### c. Mailing Deadlines

Kingdom newsletters must be mailed no later than the 20<sup>th</sup> of the month preceding the cover date. If the Post Office is closed on the 20<sup>th</sup>, every effort should be made to mail the newsletters on the previous business day, but the mailing must be made no later than the first business day following the 20<sup>th</sup>. The Registry mails out the labels by the 12<sup>th</sup> of the month. If circumstances have delayed the label mailing, express mail may be used at the discretion of the Registrar. A chronicler who has not received labels on time, or who regularly does not receive the labels soon enough for the newsletter’s production and mailing schedule should contact the Registry and Society Chronicler for ways to solve the problem.

### d. Notification of Irregular Mailings

If there is a problem in getting the Kingdom newsletter in the mail on time, the Kingdom Chronicler is responsible for contacting the Society Chronicler concerning the reason. The Society Chronicler will notify the Membership Services Office. If the Kingdom Newsletter is to be mailed early, the Kingdom Chronicler is responsible for notifying the Membership Services Office. Please note that labels cannot be printed before the first of the month.

### e. Return Address

Every Kingdom newsletter must use the address of the Registry as the return address for the newsletter. Should the local postmaster require it, the actual newsletter address can be used as the “Permit Holder,” but the Registry address

must be listed. For those Kingdom Chroniclers residing outside the US, the Chronicler must use an address that will result in the returned newsletters being posted back to them. The Chronicler then has the responsibility of mailing any returned issues to the Registry. Current Postal publications recommend leaving phrases such as "Time Dated Material" and label placement boxes or other graphical elements off of the addressed portion of a newsletter. Such items can delay mailing by making it more difficult to process with postal equipment. Please contact the Society Chronicler for more information regarding the layout of the back cover of the newsletter.

f. Electronic Distribution

The Kingdom Newsletters may not be distributed electronically and are only made available in printed form.

g. Problems

Chroniclers are responsible for knowing these rules and obligations, and if there are difficulties in complying with them, for contacting the Society Chronicler and Registry in order to resolve those difficulties. Any fines, fees, extra costs, or penalties incurred as a result of improper mailings must be borne by the Kingdom if there are insufficient funds in the Chronicler's stipend to cover them. The Registry is often the first office to notice problems with the mailings, as undeliverable pieces (except for Standard Mail (A)) will be returned to the Registry. The Registry may contact the Kingdom Chronicler directly in order to resolve these problems and provide the necessary information.

## 6. Financial Matters

a. Reporting

Kingdom Chroniclers must report quarterly to the Society Exchequer, the Society Chronicler, and to their Kingdom Exchequers. The Society Exchequer distributes the forms for these reports each quarter. The most recent guidelines are always available from the Society Exchequer. Kingdom Chroniclers may take deputies to handle the financial record keeping and reporting, but the Chronicler is ultimately responsible to the Corporation for the timeliness and accuracy of the report.

b. Failure to Report

Since the Kingdom Newsletters represent one of the SCA's biggest expenditures as well as one of its primary obligations to its members, the Society Exchequer must confirm that money allocated to the newsletters is being spent properly. Additionally, these reports are needed in order to complete the Society Exchequer's report and to make required tax statements to the IRS. The Kingdom Chroniclers must account for each quarterly stipend. The reporting schedule is as follows:

Report Due Period Covered

May 1 First Quarter

August 1 Second Quarter

November 1 Third Quarter

February 1 Doomsday and Fourth Quarter

The report is due one month before the next stipend is to be sent out. If the report is not received by the deadline, the Society Exchequer will be directed to hold the stipend until the report is received. If the report is not received within ten days past the deadline, the Kingdom Seneschal and the Crown will be notified, and the Kingdom Chronicler will receive a warning that the report must be submitted within ten days. If the report is not submitted within that ten days, the Registry will be directed to withhold the labels for the Kingdom newsletter until

the report is received. A second warning will be sent to the Kingdom Chronicler, with copies to the Kingdom Seneschal, Crown and Exchequer. If the report is not received within ten days following this final warning, the Kingdom Chronicler will be removed from office, and labels withheld until a suitable replacement is found.

c. Bank accounts

Each Kingdom must maintain a checking account for its newsletter in accordance with the Chancellor of the Exchequer Officer's Handbook. Bank accounts established in the US must use the Society's Federal Taxpayer ID, 94-169-8556. If the newsletter has other accounts, such as a savings account, a separate account for other publications under the direction of the Kingdom Chronicler, or certificates of deposit, these accounts must also have the Society's Federal Taxpayer ID. All financial transactions for this office will be made by a check to the creditor. It is possible to make petty cash purchases (such as paper clips and binding materials for mailing), but a receipt must be presented for the purchase in order to be reimbursed.

## **7. Fiscal Responsibility**

a. Record-keeping

All Kingdom Chroniclers or their appointed deputies must keep a set of ledgers and records for their transactions. The Exchequer's Handbook should be followed for all financial matters.

b. Financial Review

At least once per year, and upon transfer of the office, all Kingdom Chroniclers will submit their records for review by the Kingdom Exchequer or an appointed deputy. It is suggested that the Crown, Exchequer, and Chronicler set a mutually agreeable schedule for these audits.

c. Responsibility for Funds

The stipend paid to a Kingdom Chronicler is intended primarily to pay for the publication and mailing of that Kingdom's official newsletter. If there is money in the stipend after these expenses are met, other documents and special issues can be paid for. Routine administrative expenses should be provided according to Kingdom custom. It is the responsibility of each Chronicler to see that his or her spending habits do not deplete his or her funds. If a Kingdom Chronicler does not have sufficient funds to cover the expenses of the newsletter, the Kingdom must make up the shortfall in whatever way seems appropriate.

d. Responsibility for Property

Depreciable property with a value of more than \$500 owned by the Chronicler's office is the property of the Kingdom and the office of Chronicler. Acquisition or disposal of such property requires the approval of both Crown and Chronicler, and consultation with the Kingdom Seneschal and Exchequer.

## **8. Reporting to the Corporate Office**

a. Newsletter

The regularly published Kingdom newsletter constitutes the major report for a Kingdom Chronicler to the Society Chronicler. A label for the Society Chronicler is included in the regular label run.

b. Quarterly Reports

Each Chronicler will send a copy of the reports required by the Society Exchequer to the Society Chronicler in accordance with the schedule listed earlier in these policies.

c. Communication with the Society Chronicler

Communication is the heart of the office of the Chronicler. The Society Chronicler is always available to assist in problem solving. Questions regarding policy issues, Kingdom problems, copyright problems, or other larger issues should be brought to the attention of the Society Chronicler who will keep the Kingdom Seneschal, Kingdom Ombudsman, and the Chronicler's Ombudsman informed as necessary.

d. Transfer of Office

Generally speaking, the Society Chronicler will warrant the successor chosen by the current Kingdom Chronicler and Crown. It is possible that a warrant may not be issued if the nominee does not meet the Society Chronicler's Policies April, 2001 requirements in B.2. Additionally, the current Kingdom Chronicler should be sure the proposed successor reads these policies before accepting a nomination.

1. Notification

It is the responsibility of the outgoing officer to send a letter to the Society Chronicler notifying that office that a new Kingdom Chronicler has been nominated. The letter should include:

- The proposed new Chronicler's name, address, phone number, and email address
- A review of the proposed Chronicler's qualifications
- The planned date the office will change hands
- Where and when the financial records are to be transferred
- The warrant for the new Chronicler

Copies of this letter should be sent to the proposed new Chronicler, the Crown, and the Kingdom Seneschal. The new Chronicler should follow this letter with an introductory letter. Should the warrant be approved, the Society Chronicler will notify the Society Exchequer, the Registry, the Kingdom Ombudsman, Electronic Publications Manager, Vice President of Communications, Executive Assistant to the Board, and the Chronicler's Ombudsman.

2. Transfer of records

All records, equipment, funds, and other materials belonging to the Chronicler's office will be transferred within 60 days of the change of office.

3. Mailing Permit

Ample time should be allowed for the incoming Chronicler to obtain the required Non-Profit Standard Mail (A) permit. For information on how to obtain this permit, contact the Society Chronicler or the Registry.

## 9. Oversight of Local Newsletters

The supervision of local chroniclers within the Society falls to the office of the Kingdom Chronicler in each Kingdom. It is important that these newsletters they produce present the SCA as a positive experience, both to the members of the local groups they represent and to any new or prospective members who read them. Each Kingdom must have a method of warranting and supervising its local chroniclers. The Kingdom Chronicler is responsible for ensuring that all local chroniclers are aware of and abide by the copyright laws of the country or countries in which the Kingdom is located, by the Laws and customs of their Kingdom, and by these policies.

## 10. Copyright Policies

The Society operates under the ideals of chivalry. Respect for others' property, including intellectual property, is part of those ideals. The Kingdom Chronicler must ensure that copyrighted material is not used in the Kingdom newsletter except in conformity with applicable copyright laws. Authorization must be received in writing from the copyright holder prior to publication, and

the notice "Copyright © [date and holder]. Used with permission." Must accompany the copyrighted material. Kingdom Chroniclers are required to maintain a file of all copyrighted material used in the Kingdom Newsletter and any special editions. This file shall include a copy of the material used, the permission letter, and a note annotating which issue the material was published in. Kingdom Chroniclers are also responsible for ensuring that branch chroniclers within their kingdom are familiar with these standards and adhere to them. If there is a possible copyright problem, Kingdom Chroniclers are advised to speak with their local officers about the item in question, and to follow up such conversations, if necessary, with a letter pointing out the violation and suggesting a remedy. Chroniclers who persist in reproducing copyrighted material without permission will be removed from office.

## **11. Proper use of mailing labels**

The newsletter mailing labels produced by the Registry are to be used only for Kingdom newsletters and other mailings that are authorized by the Kingdom. Authorized mailings are defined as any mass mailing to the members in the Kingdom which is authorized by the Crown and Seneschal, and which does not violate any law concerning the Society's non-profit status or the copyright statutes under which the newsletter operates. Should the labels be incorrect, out-of-date, or otherwise will not be used, these labels must be destroyed or returned to the Registry. No other use of these labels is permitted. Do not use labels after the 10<sup>th</sup> of the month indicated on the cover of the issue. After the tenth, the labels are out of date and contain many invalid addresses. The Registry can provide an updated set of labels on request.

## **12. Special issues of the Kingdom Newsletter**

Kingdoms may finance and produce special issues of their newsletter such as Arts and Sciences issues, Orders of Precedence, Laws and Policies, etc. If Registry labels are used to mail such issues, please use a modified version of the statement of ownership found in B.3.a. A sample of such a modified statement follows:

"This is the June, 2001, issue of Artsy, a special issue of the Morgenstern, the official newsletter of the Kingdom of Provincia. Provincia is a branch of the Society for Creative Anachronism, Inc., and the Morgenstern is published as a service to the SCA's membership. Subscriptions (available only to members) are \$35 per year. Memberships are available from the Office of the Registry, SCA, Inc., P.O. Box 360789, Milpitas, CA 95036-0789. All changes of address or questions about subscriptions should be sent to the Registry.

"Copyright © 2001 Society for Creative Anachronism, Inc. For information on reprinting photographs, articles, or artwork from this publication, please contact the Kingdom Chronicler, who will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors."

## **13. Quality of Content**

### **a. Editorial material**

All editorial material, both text and images, must conform to the goals and objectives of the Society, and portray the Society and the Kingdom in a positive light. No content, including official kingdom announcements, is exempted from this requirement. There is no way to anticipate all the types of material that may be objectionable; what follows is a representative list:

- Personal attacks on individuals or groups
- Harsh criticism of the behavior of individuals or groups
- Copyrighted material used without permission
- Use of racial or religious stereotypes
- Offensive words, phrases, or images

It should be noted that per Corpora banishment announcements may not state why the individual is being banished. If there is any concern that the material may be questionable, consult with the Society Chronicler.

b. Event announcements

It is the responsibility of the Kingdom Chronicler to publish any complete event announcement submitted in accordance with established rules of submission for legal events within the Kingdom. If a Chronicler has received a complete announcement for an event on time, he or she must ensure that announcement is published on time, for this publication is necessary if official business is to take place at the event. Event announcements should conform to the same guidelines for good taste and positive image as the rest of the newsletter. Chroniclers are expected to help rewrite event announcements that do not conform to the guidelines in B.4; if at all possible, the autocrat should be consulted during this process.

c. Advertising

Kingdom newsletters may, at the discretion of the editor, accept paid advertising for publication. The fee charged for such ads is left to the Kingdom Chronicler's determination. Kingdom Chroniclers should not accept any advertising which, in their opinion, promotes a negative image for the Society, which is written in questionable taste, which would fail to interest a significant number of their readers, which advocates the breaking of civil, Kingdom, or Society laws, or which, in their judgment, is inappropriate for the newsletter for any reason. Commercial advertisements must be for products and services vital to the educational purposes of the Society, according to Postal regulations. Ad fliers for commercial products may not be stapled into the Kingdom newsletters as inserts due to US Postal regulations. Kingdom Chroniclers must not accept ads for partisan politics or elections. Acceptance of an advertisement does not constitute a guarantee that the ad will run in any particular issue, as advertising should be printed on a space-available basis, and space in Kingdom newsletters is reserved for those items which best serve the interests of the populace. If an ad is not run for any reason, it is the Kingdom Chronicler's responsibility to return the ad copy and all monies received for that ad to the originator.

## 14. Removal from office

a. Causes

Kingdom Chroniclers are subject to removal from office as stipulated in Corpora. The causes for which the Society Chronicler may seek the removal of a Kingdom Chronicler include, but are not limited to:

- Failure to make proper financial reports
- Use of stipend funds for unauthorized or personal purposes
- Repeated failure to mail on time
- Failure to publish the Kingdom newsletter for any month
- Use of objectionable material
- Use or distribution of the mailing labels or the Society mailing list for unauthorized purposes
- Editing or abridging the Society mailing list in any way
- Use of copyrighted material without permission
- Failure to maintain a Society membership as outlined in the governing documents of the Society
- Failure to abide by the policies in this document

b. Re-warranting

Kingdom Chroniclers may not be re-warranted without the approval of the Society Chronicler. Causes for which a warrant may not be renewed include, but are not limited to:

- Use of the newsletter to promote factionalism within a Kingdom
- Proven inability to answer correspondence, either from the Corporate level or from within the Kingdom
- Politicizing the office of Kingdom Chronicler (See B.15)
- Failure to respect and adhere to the ideals of the Society
- Repeated problems with financial reporting.

c. Suspension or Removal at Kingdom Request

Should a Kingdom request the removal of the Kingdom Chronicler for causes not readily apparent to the Society Chronicler, the Society Chronicler will investigate the circumstances. Should the evidence show that the Kingdom has valid reasons, even if the Corporate office has no reason to remove the officer, the Society Chronicler may agree to the removal. The Crown has the option of suspending the Chronicler at any time for just and stated cause, as provided in Corpora for the duration of the current reign. In the case of a suspension, the Chronicler's deputy will assume the office for the remainder of the reign.

## **15. Politicizing the office**

Funds that are collected in the name of the SCA may not be used to publish the personal attacks of one member against another. Kingdom newsletters announce events and provide information to their members. Philosophical discussions of the way the Kingdom or a branch works are not out of place, but they need to be handled very carefully. Articles that cause anger and divert people from study and re-creation are not acceptable. This is not an issue of freedom of the press. Kingdom Chroniclers have a responsibility to see that their newsletters do not further the political aims of any one faction within a kingdom, and that a newsletter is not used to provide a platform for any one view in preference to another. Personal attacks may not be published in the name of the SCA or any of its branches, or paid for with money that will have to be reported to the IRS as spent in the furtherance of our educational purposes. Chroniclers have a further responsibility not to take sides in a political dispute in print. Use of the newsletter to further personal political aims is grounds for removal from office.

## **C. Local Newsletter Policies**

### **1. Reasons for a local or organizational newsletter**

A local newsletter is less formal than a Kingdom newsletter. It exists to serve the needs of a local group or organization, to inform and educate that group of people about the SCA community in which they live, and to further the educational purposes of the SCA. It is crucial that the members of a local group communicate with one another, and a newsletter is an excellent method of communicating with the populace. A functioning newsletter is considered a positive factor when a group applies for advancement. Any group that wishes to achieve the status of Barony should have a regular newsletter, and any group that aspires to higher status than baronial must have a newsletter.

### **2. Definition of a local or organizational newsletter**

A local branch or organizational newsletter is the recognized publication of a recognized group or educational organization within the SCA, Inc. It cites that local group or educational organization as its publishing authority, keeps its funds in an official SCA, Inc., branch bank account, and has as its editor a chronicler who is warranted by the Kingdom Chronicler. No other publications are considered for the purposes of this policy. Local chroniclers who are not warranted by the Kingdom Chronicler cannot use branch funds for the publication of the newsletter.

### 3. Required Inclusion

#### a. Statement of Ownership

A statement of ownership must appear in each issue of a publication which is produced by an organization of the SCA, Inc., but which is not published as a function of the Registry mailing list. This is a sample minimal acceptable statement:

"This is the June, 2001, issue of the (Name of Publication), a publication of the (Name of Branch or other organization) of the Society for Creative Anachronism, Inc. (SCA, Inc.). (Name of publication) is available from (modern name and address of chronicler). It is not a corporate publication of SCA, Inc., and does not delineate SCA, Inc. policies..

"Copyright © 2001 Society for Creative Anachronism, Inc. For information on reprinting photographs, articles, or artwork from this publication, please contact the Chronicler, who will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors."

For the purposes of this policy, a corporate publication of the SCA, Inc., is defined to be one of the following:

- Kingdom Newsletters
- Pegasus, the newsletter of the Principality of Lochac
- Tournaments Illuminated
- Complete Anachronist
- The Known World Handbook
- The manuals and guidebooks which are published by the Corporation and its officers  
The Board is not limited by this list and may from time to time designate other ] publications as corporate publications.

#### b. Non-use of the Ownership Statement

Any publication that does not use this ownership statement may not cite the Society for Creative Anachronism, Inc., or any of its branches or educational organizations as the publishing authority for the newsletter. Communications from any officers of the SCA to the members of any officially recognized branch or educational organization within the Society will not be recognized authoritatively within such publications.

Additionally, the newsletter may not be funded by any branch of the Society. No funds for this publication may be held or disbursed from any bank account bearing the Taxpayer ID of the Society for Creative Anachronism, Inc. This includes accounts of groups outside of the US.

### 4. Distribution Requirements

#### a. Electronic distribution of the newsletter

If a subscription fee is charged for the local group newsletter then it may not be provided for free in an electronic form. If the local newsletter is provided free of charge to any and all members of the populace that ask for a copy, then the newsletter may also be provided in an electronic form to those members of the populace that desire it. Specific permission to publish electronically must be received from each contributor and the electronic newsletter must also adhere to the provisions found in the Electronic Publications Policies.

b. Required complementary copies

All local chroniclers must send a copy of their newsletters to the Kingdom Chronicler or the person that the Kingdom Chronicler designates to track the local newsletters for them. Principality and Baronial chroniclers must also send a copy of their newsletter to the Society Archivist. (The Archivist automatically receives a copy of each Kingdom newsletter as part of the normal label run printed and distributed by the Registry.)

## **5. Reporting**

Local Chroniclers must make a written report to their Kingdom Chronicler and their local branch treasurer on a regular basis. These reports must be made at least once per year, although a Kingdom may decide to require them more frequently.

## **6. Fiscal Responsibility**

a. Subscription Liability

The funds which a branch accepts from a subscriber for a newsletter creates an obligation on the part of the branch, which must then publish the promised number of newsletters and make a reasonable effort to deliver them to the subscriber. If it cannot do so, it must promptly refund to every subscriber an amount equal to the remaining subscription liability. If a group has not published a newsletter for which they are holding funds at least every six months or such lesser period as determined by the Kingdom Chronicler, they must make an earnest effort to return all subscription funds in their keeping.

b. Where and how Funds are to be Held and Administered

Funds collected for a newsletter must be held in the local branch bank account, to be disbursed by the Exchequer at the chronicler's request. The chronicler must provide receipts for funds spent, and account to the local branch Exchequer regularly. These reports must be made at least once per year and may be required more frequently. The Chronicler may be a signatory on the group account. Each local chronicler must keep up-to-date records of subscribers, the amount they have paid, and how many issues remain in each subscription. These records must be made available to the local Exchequer for reporting purposes.

## **7. Copyright Policies**

See B.10

## **8. Politicizing the office**

See B.15

## **9. Chain of Command**

The editor of a local newsletter reports to and is responsible to the Kingdom Chronicler, who acts as the representative both of the Crown and the Society concerning publications in the Kingdom. In Principalities, the local editor must report to the Principality Chronicler, who in turn is responsible to the Kingdom Chronicler. The local chronicler is also responsible to the seneschal of the group and the members of that group. Local branch chroniclers who cannot accept this chain of command should not be in office. The Kingdom Chronicler may, with whatever Royal approval is required by Kingdom Law, remove from office any local chronicler who does not abide by the policies and guidelines which the Society or Kingdom Chronicler sets for local branch publications.

## **10. Contents of the Newsletter**

A local branch newsletter is bound by the same suitability restrictions as the Kingdom newsletter (see B.13.a). Newsletters that do not abide by those guidelines cannot be published under the aegis of any branch of the Society, with the same consequences as for non-use of the ownership statement.

## **11. Advertising**

It is the policy of the Society that, due to the complexity of Internal Revenue Service regulations, local newsletters cannot accept paid advertising for publication in their newsletters. Individuals may, however, sponsor pages within the newsletter, and may have a brief announcement of that sponsorship listed either on that page or elsewhere within the newsletter. Local groups outside the US are also restricted from accepting paid advertising for publication in their newsletters.

## **12. Removal from Office**

The Kingdom Chronicler, with whatever Royal approval is required by Kingdom Law, may seek the removal of a local chronicler. The reasons for removal from office include, but are not limited to:

- Failure to make proper financial reports.
- Repeated failure to send a copy of the newsletter to the Kingdom Chronicler and/or any others he or she may designate
- Use of subscription funds for unauthorized or personal purposes
- Use of copyrighted material without permission
- Failure to abide by the policies in this document
- Use of material that is in poor taste or is otherwise objectionable. If in doubt, contact your Kingdom Chronicler.
- Infringement of Kingdom Law
- Politicizing of the office

## **D. Electronic Publications**

### **Responsibility for Oversight**

The Kingdom Chronicler shall: act as the recognizing authority for the Kingdom's internet sites; be responsible for overseeing the kingdom-level internet site; maintain a roster of recognized group sites for the kingdom; monitor those sites for compliance with applicable SCA and Kingdom policies; and report on such to the Society Electronic Publications Manager. It is highly recommended that the Kingdom Chronicler appoint a deputy to handle these responsibilities. If a deputy is appointed, he shall report to both the Kingdom Chronicler, and the Society Electronic Publications Manager. For further information regarding electronic publications refer to the Electronic Publications Policies.

# **Ealdormerean Chronicler Policies**

## **(In addition to Society Policies)**

### **1: DEFINITION – KINGDOM CHRONICLER**

The Kingdom Chronicler shall be the chief publications officer of the kingdom. The Chronicler shall be responsible for overseeing all official publications in the Kingdom and shall be responsible for the regular publication and distribution of the Kingdom Newsletter known as The Tidings. Requirements of the office are outlined in the Society Chronicler Policies.

### **2: DUTIES**

The Kingdom Chronicler shall be responsible for publication of The Tidings as per Society policy, except as follows:

- a) Since information regarding non-profit mailing permits is not valid in Canada, the Kingdom Chronicler will disregard those instructions and follow the requirements of Canada Post which are that:

All Newsletters must be mailed in envelopes, addressing information should appear correctly on the envelope.

- b) The Kingdom Chronicler shall be responsible for the supervision of all Chroniclers at the Baronial and local levels.
- c) The Kingdom Chronicler shall maintain copies of all communication with Corporate officers and with the Chroniclers under his/her supervision. The following additional documents must be maintained in the files:
  - Copies of all Financial Reports
  - A copy of each warrant list
  - Release forms for submissions (articles and artwork)
  - Copies of all newsletters published in Ealdormere
  - A copy of every issue of the Tidings published

### **3: PRODUCTION OF THE NEWSLETTER**

- a) The Kingdom Chronicler shall set whatever deadlines for all submission that he/she deems necessary.
- b) The Kingdom Chronicler shall specify the formats for submissions during their tenure.
- c) The Kingdom Chronicler may require event announcements to contain specific information in addition to the minimum requirements set out in Society Policy. The Kingdom Chronicler has the right to set policies regarding the publication of such, including such things as size of flyer and frequency of flyer publication.
- d) The Kingdom Chronicler shall maintain a chequing account for the purposes of production of the Tidings and shall be authorized to use those funds for production and related expenses. There shall be three signatories on the account: the Kingdom Chronicler, the Kingdom Exchequer and one other person who is acceptable to the Kingdom Exchequer. Two of the three signatures must appear on each cheque.

#### **4: DEPUTIES OF THE KINGDOM CHRONICLER**

- a) WEB MINISTER – The Kingdom Web Minister is responsible for maintaining Ealdormere's presence on the Web. This includes handling all correspondence related to Web matters and timely updates to the Website.
- b) EDITOR – The Kingdom Chronicler may appoint a deputy to oversee the editing of the Tidings.
- c) FINANCIAL DEPUTY – The Kingdom Chronicler may appoint a deputy to handle the bookkeeping for the Tidings, acceptable to the Kingdom Exchequer, though the Kingdom Chronicler will remain responsible for the completion and submission of reports.

#### **5: PRIVY COUNCIL**

The Kingdom Chronicler is a member of the Privy Council and serves as an advisory voice to Their Majesties.

Every effort should be made to attend Privy Council meetings. However, if the Kingdom Chronicler is not able to attend, he/she may name a deputy, acceptable to the Crown, to represent them in Council. Whether their deputy has a vote in Council matters is at the discretion of the Kingdom Chronicler. They will inform the Kingdom Seneschal if a deputy will be representing them and whether that deputy has their right to vote on matters presented.

#### **6: BARONIAL AND LOCAL NEWSLETTERS**

- a) Each Barony must maintain a regular newsletter (published at least quarterly) with a warranted Chronicler. Each Barony may set additional policies of this office at their discretion.
- b) Baronial and local newsletters must follow all policies as set out in the Society and the Kingdom Chronicler policies.
- c) All Baronial and local Chroniclers shall be warranted at the beginning of each reign by the Crown and Kingdom Chronicler. The Kingdom Chronicler shall prepare the warrant list for submission to Their Majesties. The warrant shall include the name of the publication, the name of the group, and the full modern name and address of the Chronicler. Each Chronicler will receive a copy of their warrant. Warrants shall be issued dependant on each Chronicler's adherence to Society and Kingdom policy regarding local and Baronial newsletters. In order to receive the warrant, Chroniclers must submit for at least two consecutive quarters.
- d) Local and Baronial Chroniclers must report to their Kingdom superior once a year. The report shall contain reaffirmation of contact information, name of the publication, group represented by the publication and frequency of publication. Reports are due January 31 of each year. All Chroniclers must submit quarterly financial reports to their Exchequers (local level to their local Exchequer, Baronial Chroniclers to their Baronial Exchequers). Copies of the Financial reports must be made available to the Kingdom Exchequer upon request.
- e) Copies of each newsletter must be sent to each of the following: Kingdom Chronicler, Their Majesties, Their Highnesses, the Kingdom Seneschal and the Society Archivist.
- f) All local and Baronial Newsletters must include the following disclaimer:
  - “This is the (name of publication), a publication of the (branch name) of the Society for Creative Anachronism, Inc. It is not a corporate publication of the

Society for Creative Anachronism, Inc. and does not delineate SCA policies. (name of publication) is available from (modern name of Chronicler). (Any subscription information follows.)

- g) All new Chroniclers are required to submit a letter of introduction to the Kingdom Chronicler which must contain SCA and modern name of the new Chronicler, address, phone number, e-mail address, name of the newsletter and group for which the publication is produced. Membership numbers should be included.
- h) Local and baronial Chroniclers can be removed from office for:
  - Failing to abide by Society and Kingdom policies
  - Politicizing the officeRecommendations for removal can come from anyone within the group. Every effort shall be made by the Chronicler and the group to resolve the problem before the Kingdom Chronicler is called in. Only after a resolution is shown to be impossible will removal from office be effected. Only the Kingdom Chronicler can remove another Chronicler from office.
- i) Further information concerning the operating of local and Baronial newsletters please consult the Society Policies regarding content requirements, submission and publication requirements.

## **7: AT LARGE CHRONICLERS**

An At Large Chronicler is the editor/publisher of an SCA related newsletter for an audience other than a local group, funded through an SCA bank account,

- Funds must be held in an SCA account and cared for by a warranted Exchequer.
- Reporting requirements are the same as for local chroniclers.
- All Society and Kingdom policies must be followed. In place of the officer listing, the newsletter should include a complete listing of all those involved in the publication, including the exchequer and editor.
- Procedures for removal from office are the same as for local chroniclers.

# EALDORMERE'S WEB POLICIES

## 1: DEFINITION

The Kingdom Web Minister is a deputy of the Kingdom Chronicler and is responsible for maintaining the Web Page and the links to that page.

## 2: REQUIREMENTS

- a) The Kingdom Web Minister shall maintain regular contact with the Kingdom Chronicler and Kingdom Calendar to assure that the Web Page is up to date.
- b) The Kingdom Web Minister may be invited to attend a Privy Council meeting should there be a web matter to be discussed.

## 3: REQUIREMENTS FOR THE WEB PAGE

The Kingdom Web Page shall maintain, but is not limited to, the following:

- A calendar of events, including links to event flyers
- Contact information for Kingdom Officers
- Links of all handbooks for all the Kingdom Offices
- A listing of all local and Baronial seneschals
- A listing of Current Royalty, Landed Barons/Baronesses

The Kingdom Web Minister is responsible for obtaining all pertinent permissions for submissions to the web site.

## 4: LOCAL WEB MINISTERS

Your first duty is to contact the Kingdom Web Minister, (their contact information is published in the Tidings and on the Ealdormerean Website at <http://ealdormere.sca.org>) to let them know that you have taken the office of Web Minister for your group. Your Kingdom Web Minister is a terrific resource to you, especially if you are completely new to website creation. Feel free to ask questions – part of the Kingdom Web Minister's job is to be there for all local Web Ministers.

Either you will already have a site up and running or you will need to set one up. If you need to create a web site you should know HTML, the formatting system used to create web pages. Grab a book on HTML from your local library and/or check out the links listed in the resource section of this handbook.

There are a number of options available for putting your site up on the Internet.

- Use the web space on your own Internet account, if you have one. However, it doesn't make handing over control of the website to your successor easy.
- Your group might choose to pay a website provider for an account for the website. This would make handing over the website to your successor very simple, but is an ongoing cost to your group.
- Take advantage of the numerous free website providers. Some of them are listed in the resource section of this handbook. The disadvantage to using a free website provider is that the provider puts advertising on your site in order to pay for providing you a free service.
- Request space on the Ealdormere server. All local groups are entitled to web space on the Ealdormere server. It's free and the web space is unlimited within reason. (The server is set up to provide all kinds of options \*CGI, SSI, etc for

those who wish to make their website more dynamic.) Contact the Kingdom Web Minister to set it up.

## **5: COPYRIGHT**

Copyright laws apply to the internet just as they apply to hardcopy publishing. Please read the section of the Handbook dealing with Copyright.

## **6: PUBLISHING PHOTOS**

The following policy was brought to the SCA Board of Directors at the January 2002 meeting.

Before photographs can be placed on websites recognized by the Society, permission to post them to the site must be received in writing from the photographer who is the copyright holder. Photographs of people may require additional publication permission depending on the composition of the photo. Permission must also be received from the subject(s) if any of the following guidelines are met:

- The photograph shows at least a full sideways profile (or more) of the person's face
- The person's face is plainly visible and is not obscured by a mask, helmet or other obstruction
- The quality of the photograph is good enough that you could recognize the person in the image in a modern setting.

Should permission be unattainable or is withheld for any reason, it is still permissible to use the photograph provided that the image is edited in such a way as to render unrecognizable those subjects for whom permission has not been granted.

Justification: The policy has been established to protect the privacy of those members that, for whatever reason, prefer that their picture not be posted on the Internet.

## **7: RECEIVING PERMISSION TO PUBLISH VIA E-MAIL**

The Board of Directors has explicitly ruled that e-mail is sufficient as written permission. The e-mail should clearly state exactly what the person is giving you permission to publish, as well as some statement of how long the permission is in effect for. For example:

"I, David L. Weiner, known in the SCA as Robin Gallowglass, give the Shire of Whoopsie permission to publish my modern name, address, phone number and e-mail address on their website. The permission will remain in effect until such time as I am no longer serving as a shire officer or I rescind it."

## **8: REPORTING**

As officers, web ministers are required to report to their Kingdom superior. At the moment, no formal reporting structure is in place. However, for your group's website to be considered recognized and for it to appear as a link from the main Ealdormerean website:

- The website must be working
- The Kingdom Web Minister must have your current contact information.

More formal reporting will be set up in the future, but for now, please make sure that you send your contact information and a little "hi, I'm alive" kind of note to the Kingdom Web Minister by December 20<sup>th</sup> each year.

# FAQ (Frequently Asked Questions)

## By Mistress Nicolaa de Bracton

### Publications matters

**Q. Can I accept paid advertisements?**

Local newsletters cannot accept paid advertisements. Individuals can, however, sponsor pages or entire issues, and you can note this in the issue or on the page with a brief note

**Q. What about advertisements for free, or for trade?**

Again, the answer is no. Group members with items or services to sell may place a general announcement to that effect—e.g. “Lady Buffy is now accepting garb commissions. Phone her at 555-5555 for details,” but this should in no way resemble a display ad or a business card, nor should prices be listed.

**Q. I found some great articles/pictures in an Internet archive. Since they’re up on a web page, doesn’t that make them public domain?**

No. You must ask permission of the author or creator to reprint anything you find on the Internet, unless the page expressly gives reprint permission; and in that case, you must honour any conditions attached.

**Q. How about newsgroup conversations, or items posted to the Ealdormere e-mail list. They’re public, aren’t they?**

Again, no. A message posted to a public forum is still a written work. It is usually very simple to e-mail the author and request permission to use it in your newsletter—do it!

**Q. I’m asked by someone in authority to publish a piece which is clear violation of Society publications policies. Do I have to publish it?**

No! You should privately show the person who gave you the piece the pertinent section of the policies and explain why you cannot publish the piece. If you continue to have problems, contact the Kingdom Chronicler.

**Q. Can I publish announcements/reviews of local cultural events, museum displays, etc. of interest to SCA members, but which are not sponsored by the Society?**

Yes, so long as it’s clear from the context that they’re not Society events or paid advertisements - for instance, don’t list them on the calendar.

### Financial matters

**Q. Can I use group money?**

Yes, you certainly can. Some groups subsidize their newsletters partially or wholly, while others provide “seed money” in order to allow a newsletter to get on its feet. It’s up to your group to decide.

**Q. How do I figure subscriptions due?**

The formula is simple. You are simply figuring out how much of a subscription fee has already been used up. For instance, if you charge \$12/year for your newsletter, this provides \$1 per month. If you had sent someone the first six issues of their subscription, \$6 of their original money would be left. That would be the subscription due for that person. Obtaining the overall number is simply a matter of adding up the numbers for each subscriber, and then adding those all together for a grand total.

**Q. Can I fundraise to help meet costs for the newsletter?**

Yes, you can. Make sure you let your group Seneschal and Exchequer know about it, though. It is very important to state when you do such fundraising where the moneys are going.

## **Layout Matters**

### **Q. Should I use medieval-style typefaces for my newsletter?**

Legibility should be your primary concern. Most professionals recommend using a clear, easily readable typeface at a size no smaller than 9pt for your main body text. Good choices include the classics—Helvetica, Arial, Times or Times New Roman, Garamond, and Palatino. Calligraphy typefaces should be saved for headers or for special emphasis, and even then, make sure you pick ones which are legible. In general, a professional-looking newsletter uses no more than three different typefaces in a single issue.

### **Q. How about scanned photographs?**

Provided you've received permission from the photographer and a release from the subjects, you may use photographs in your newsletter. However, many scanned photos do not reproduce well unless they're scanned at a high dpi using true half-tone format.

## **Mailing issues**

### **Q. Can I just tape or staple newsletter booklets shut and send them?**

You can, but they become non-standard mail if they're not in an envelope (regardless of size and weight). A non-standard piece of mail in the lowest weight class costs double the amount to send as a piece of standard mail. Invest in an envelope—it's much cheaper.

### **Q. How many pages can I mail on a standard first-class stamp?**

Usually five, including the envelope. If in doubt, have your post office weigh sample issues with differing numbers of pages.

# COPYRIGHT LAW FOR THE SCA

*Written especially for the Kingdom of Ealdormere, of the Society for Creative Anachronism, Inc. by Margo Lynn Hablutzel, Esq – s/k/a Morgan Cely Cain 4009 Christopher Way, Plano, Texas 75024 (USA) – [hablutzel@compuserve.com](mailto:hablutzel@compuserve.com)*

This is designed to be a general overview of Copyright Law as it applies in the SCA, with a focus on the laws of Canada. I am not a Canadian lawyer, but have researched the laws and have tailored my standard treatise to the requirements of Ealdormere. However, it is not designed to answer all questions about copyright. For more information, consult an attorney.

## DEFINITIONS AND ORIGINS

To start, a definition of the subject matter. “Copyright” means exactly that: the right to make copies. It is what has been called “intellectual property” because it comes from the intellect; it has also been called “intangible property” because you cannot touch it as you can a desk or a book, but it is nevertheless property with value, and which can be sold or licensed or otherwise transferred. However, you can only protect what has been reduced to a tangible or viewable form; you cannot protect the mere idea. A “copy” can obviously be a direct copy, such as a photocopy. It can also be what is called a “derivative work,” which is a worked based upon and directly traceable to the original. This can be a song based upon a poem; a play or movie based on a story; a sculpture based on a picture. If you have a picture made to illustrate a story or song, it is probably not derivative because it can stand on its own. One argument I have heard is that SCA folk do not need to worry about copyright laws because copyright did not exist in the Middle Ages. This is untrue for two reasons:

First, because copyright is indeed a period idea; Saint Columba was called before King Dermott on a charge of copying a book by his teacher, Abbot Finnian, without permission. King Dermott ordered Saint Columba to give his copy to Abbot Finnian, likening the copy to the book’s offspring and thus (analogizing to agrarian law) the property of the book’s owner. Second, we do not live or publish in the Middle Ages, we do so in the 21<sup>st</sup> Century. As such, we must abide by the laws currently in existence in our legal timeframe.

## COPYRIGHT LAW TODAY

Now the law in most countries, and certainly the ones where the SCA is present, copyright law gives to the creator of a work the sole authority to make or permit others to make any copy of that work or any derivation of the work, and to permit the copy or derivation to be distributed (whether for profit or not). The owner can assign this to another, either the whole copyright or merely a piece (such as the right to make a sculpture from a photograph, or a movie from a story). In other words, if someone sees a picture or reads an article, s/he must obtain permission from the copyright holder (either the creator/artist/author or the publisher) before using the item in a publication, or before making a variation of the item to use in the publication. Using only part of the article, tracing a picture but making a few minor changes, or printing the music to a filk or words to a poem-set-to-music also violates the laws.

Additionally, it does not matter how many copies are made or whether the copies are sold or given away. While there is a narrow exception for making a single copy for one’s own research, any making of multiple copies for general distribution or sharing violates copyright laws – whether distributed kingdom wide or in one’s small shire, whether seventy copies are made or seven, and whether the publication makes a profit (or is intended to) or not. There is a narrow exception which allows you to distribute copies of a poem or other item for discussion in a classroom setting, but this does not extend to making copies of an instructional article or a pattern for use in the class. Each student must buy his or her copy, or you must get permission. Please note that this does **NOT** allow you to make copies of something to distribute within the SCA without

permission. Unless you are specifically analyzing the material, you are probably violating a copyright by making and distributing copies. For example, you will violate the copyright on this handout if you copy it for anyone else, unless you get my permission to do so first.

For another example, you violate a copyright if you copy material from one SCA publication to include in another, unless you get permission from the copyright holder first. Just because something appears in a Society-wide publication, such as *The Knowne Worlde Handboke* or *Tournaments Illuminated*, or even a regional one such as *The Maple*, *Steppesletter*, *The Clarion*, or *Triskele*, does not mean that it can be redistributed by anyone. Either the SCA or the author/artist will hold the copyright in the work, and if it is held by an individual, s/he probably gave permission only for that single publication. Just because the material is in an SCA publication does not mean that it can be reprinted in another SCA publication, even if you give credit to the author/artist and the first publication. Further, the holder of a copyright on a compilation does **not** hold the copyright on the individual components within the compilation. Just because the SCA, Inc. holds the copyright to *Tournaments Illuminated* does not mean that it holds the copyrights to the articles and artwork therein. This also means that if you have a number of songs, poems, or other short works, and wish to save money by copyrighting them together, you will own the copyright only on the compilation and not on the individual works themselves.

Also note that all copyright law applies on the Internet, so you cannot use someone's image, article, poem, photograph, drawing, etc. on a Website without getting his/her permission.<sup>1</sup> Again, just because it has appeared in an SCA publication does not mean the artist/author granted the ability to place it on the Internet, even if yours is an "official" SCA site.

## **SOME SPECIFICS ABOUT COPYRIGHT LAW IN CANADA**

In Canada, registration with the Copyright Office is permitted but never required; lack of registration does not affect the availability of any remedies (it does in the USA). Use of the copyright notice may be done before or without registration. The notice consists of the © symbol, the year the item was first "published" or made into tangible form, and the legal (non-SCA) name of the creator(s). Be aware that in compilations (anthologies, periodicals) if an individual item does not display the copyright notice it is likely that the entire compilation is covered by a copyright held by the publisher or editor. Remedies can be applied in any instance when the copyright is harmed, whether a profit was made from the copying or not and whether the copying was done with intent to harm the creator or not. In fact, if you see a work which properly displays the copyright notice and ignore it, you are deemed to have acted with intent to harm the copyright holder.

Violations are easy to spot: unauthorized performance of any action reserved solely for the copyright holder. These include both direct copies of the original material and any derivation of the original: performance of a theatrical or musical work, translations, revisions, alterations, and changes into other forms, such as making a story into a play.

Luckily for SCA folk, there is a rule-of-thumb exception to these protections: any work which is period, by virtue of its age, has "fallen into the public domain" and is available for use or adaptation by anyone. Thus, performance of a play by Shakespeare, or reciting a *lai* by Marie de France, or performing a skit based upon *Le Roman de la Rose*, or performing a piece of period music, or making a drawing based upon manuscript illuminations to illustrate an article, are all permissible.

However, one must be aware that **THE WORK IN WHICH THE PERIOD PIECE APPEARS MAY BE COPYRIGHTED!** This is worrisome if you use a translation instead of the original, or if the editor or compiler has made some alterations to the original. While you may print a period recipe in its original form, you may print an adaptation to modern methods only if you have worked out the methods yourself or have permission to use that version, or if you have some specific criticisms of the adaptation which your article is addressing. If you wish to print the English

translation of a medieval French *lai*, you may do so only if you have done the translation or have the permission of the translator.

Just to make things more complicated, on the Council of the European Communities issued the **Term of Copyright Protection Directive**, Council Directive 93/98/EEC, effective 1 July 1995, which in Article 4 allows any person to obtain the copyright on a *previously unpublished* work after the expiry of what would be the copyright term by being the first to publish that work. “The term of protection of such rights shall be 25 years from the time when the work was first lawfully published or lawfully communicated to the public.” This has been interpreted by some persons to say that items which had fallen into the public domain can now be protected by a copyright, and this is not true; anything which was publicly available (“published”) and then fell into the public domain due to age, remains in the public domain.

The worst trouble writers face is plagiarism. The easiest way to avoid a charge of plagiarism (and thus, copyright infringement) is to put full crediting information on all your research and to use quotation marks around material that you use verbatim. Long quotations can be indented in some works, but beware of writing an article that looks as if it were simply pasted together out of bits and pieces of others’ works. This not only moves very close to impermissible use, but gives your research, writing, and analysis skills a bad cast. There are, of course, exceptions. If you find a recipe in a book of period recipes adapted to modern use, and you disagree with what the author says to do, you may write an article – giving full credit, page number(s), etc. – which includes both the original recipe and the author’s adaptation, with your commentary and explanations of your adaptation. If you disagree with one scholar’s translation of a period poem or the analysis of its significance, you can include chunks of it in your article.

What happens if the copyright is violated, and material is reproduced without permission? In Canada, the copier/infringer is required to turn over all infringing copies to the holder of the copyright in the original; and if found to have knowingly misused the copyrighted work may be fined up to Can\$500 plus imprisonment (hard labour optional) for up to four months. The copier/infringer may also be ordered to pay both parties’ court costs and attorneys fees. Other countries have different penalties.

## **Artists, Musicians, and Performers**

While the general information about rights applies to drawings, paintings, sculpture, music, theatrical productions, and so on, there are a few other sections of the laws – and some exceptions – which must be noted. Generally, a person who creates a “pictorial, graphic, [or] sculptural” work has the sole right to make exact copies of the item, and to create or authorize the creation of copies in or on any kind of article. This means that only the artist who creates Warhaven can authorize the manufacture and sale of Warhaven tunics, pouches, etc.; it also means that popular cartoon characters, such as Hagar the Horrible, cannot be used as illustration even if the particular picture was drawn by someone other than the creator of the cartoon.

For music and other things that may be preserved by sound recording, the basic rights have been given very specific application. The main exception applicable to the SCA allows non-copyright-holders to “perform publicly, by means of a phonorecord,” the copyrighted work. This enables gentles to use the mystic “bard-in-a-box” at dances and revels. Just be careful about one thing: While the original work may not be under the protection of the copyright laws, the modern-day notation and arrangement probably is.

## **Special Considerations for Editors**

While the above information is generally applicable to all works likely to appear in SCA publications, editors have the additional concern that you may be held to have known of the copyright infringement, plagiarism, whatever, or that you *should reasonably have known* it was happening. The most common experience in the SCA is that after a newsletter (even at Kingdom-level) comes out, someone identifies the cover art as coming from a Time-Life book; or that an

article was copied mostly whole from one of the books credited in the bibliography; or that the chapter submitted for a Kingdom resource publication was provided without the knowledge or permission of the author. One way to limit the problems this can cause is to have **every** contributor to your publication sign the “**Publication Permission Form**” contained in the Chroniclers’ Handbook. (See the last page of this handout for the form as well.) This affirms for your records that the person granting permission to use the work actually does own the copyright. Even if you later discover that the person lied, and did not have the ability to grant permission for the publication, you have a signature on a document stating that the person told you s/he did. If you are given a work with significant references, or which looks as if it was compiled from a number of authors/artists/etc., ask the person who compiled it to get the forms signed from each author or artist. If they cannot provide a signed permission form from every contributor, remove that portion of the work before having it published.

Note that some copy shops, such as Kinko’s, will require you to bring a signed permission form from every copyright holder to get a work copied. This is due to a widely-reported lawsuit against Kinko’s in which they were heavily fined for failing to get the permissions before copying course packets and selling them. If you want to use a portion of a work which has been published elsewhere, you can try contacting the Copyright Clearance Center for information (see the website below). This is a nonprofit organization formed to keep track of and manage USA copyrights. You can also register your work through them, and leave the management and permission-granting and royalty-collecting to them. Sometimes you may be asked to pay a royalty, or a fee, to use the work in question. See the permission request form for suggested language which indicates up front that you are writing on behalf of a nonprofit educational organization; this often minimizes or eliminates such fees. And it’s a nice touch to send a courtesy copy to the copyright holder for his/her records.

## **PARODY – WHEN CAN A JOKE BE ILLEGAL?**

Parody is period; Chaucer wrote parodies, as did many persons before and after him. Parody is the gentle art of making fun of somebody or something, often by buffooning them. In the Current Middle Ages, and in modern times, parody is considered “fair use” of a copyrighted or trademarked item, but there is a line beyond which freedom of expression is curtailed by the copyright and trademark laws. Knowing where the line is drawn between fair use and unfair use is a wise course.

*The basic rule is:* If it makes fun of the thing, it’s fair use. If it makes fun of something or someone else, it probably violates copyright or trademark. An example or two might help. If you use similarly named comic characters to poke fun at period philosophers, this may be a violation. Using a superhero mouse to represent a small-but-fearsome local fighter also would be a violation. However, it may be acceptable to have the Tin Woodsman in a group of fighters, swapping hints on how to keep armor from rusting. Or to have Darth Vader standing, surrounded by knight marshals, with the caption “We’re sorry, but your armor doesn’t pass inspection.”

## **COPYRIGHT LAW ON THE WEB**

All of the above applies to the Web, so Web ministers need to pay attention. You should post on the opening Web page of your site, and preferably on all underlying pages, a legend similar to this:

***All contents of this page (these pages) belong to the authors, artists, and other credited persons, and if no person is credited they belong to <Web minister, SCA group, whatever>. Use of the content without permission of the owners may result in liability for infringement of copyright and other actions. All rights reserved and will be enforced.***

A very recent case has affirmed that the posting of copyrighted photographs to a Web site without the copyright holder’s permission is an infringement.<sup>2</sup> Since all photographs are copyrighted from the date of printing, under the current laws, this means that you need to obtain permission to post

anything on a website – including articles and other writings as well as photographs and drawings.

## Further Sources of Information

These are some online sites that have information specifically about “Fair Use,” especially as it applies to educational groups (and thus, theoretically, the SCA):

<http://www.libraries.psu.edu/avs/fairuse/default.html> - which has information directly from CONFU, the Conference on Fair Use, discussing Internet uses.

<http://fairuse.stanford.edu/> - a page at Stanford Law School all about Fair Use; since this is a law school there are legal terms, and links to current cases.

<http://daemon.ilt.columbia.edu/projects/copyright/> - Institute for Learning Technologies at Columbia University Guide to Copyright for Educators.

<http://www.masseypub.com/cpyrght.htm> – A Copyright Law Resource Center for Writers

<http://www.libraries.psu.edu/avs/fairuse/guidelinedoc.html> - Fair Use Guidelines for Educational Multimedia, prepared by the Consortium of College and University Media Centers (CCUMC) – includes a general discussion of “fair use”

## THESE SITES ARE DEVOTED TO PRIMARILY COPYRIGHT LAWS AND FORMS:

<http://www.cipo.gc.ca/> - Canadian Intellectual Property Office

<http://www.mcgrawhill.ca/copyrightlaw/> - A legal publisher’s site with the latest in Canadian copyright law, including the Copyright Law Reform legislation.

<http://www.ipaustralia.gov.au/> - Australian Intellectual Property information

<http://www.scu.edu.au/sponsored/ausweb/ausweb95/papers/future/lean/> - an Australian site offering a substantial review of the history of copyright law.

<http://lcweb.loc.gov/copyright/> - The U.S. Copyright Office

<http://www.uspto.gov/> - U.S. Patent and Trademark Office

<http://www.copyright.com> - The Copyright Clearance Center Online; the CCC was created at the request of Congress to help people comply with copyright law.

<http://www.patents.com/howtocon.sht/> - a Web page that lists links to the Patent, Trademark, and/or Copyright offices of many countries

<http://www.batnet.com/oikoumene/> - WWW Multimedia Law is a commercial site with up-to-date links to articles, guidelines, news, and products dealing with multimedia law, especially as it applies to the World Wide Web, including links to the music licensing organizations ASCAP

([www.ascap.org](http://www.ascap.org)) and BMI ([www.bmi.org](http://www.bmi.org)).

<http://www.musiclibraryassoc.org/Copyright/guidemla.htm> - Music Library Association’s site offers FAQs on copyright law, fair use, performance, and related issues; includes links to ASCAP, BMI, and SESAC ([www.seasc.com](http://www.seasc.com)), and an extensive bibliography of layperson-oriented articles at <http://www.musiclibraryassoc.org/Copyright/bib.htm>

<http://libweb.sonoma.edu/Resources/copyright/default.html> – the Ruben Salazar Library at Sonoma State University offers a substantial list of links to sites and articles about copyright law, including web page considerations, fair use, and permissions.

<http://www.lib.umich.edu/libhome/copyright/index.html> - University of Michigan has an excellent site on Copyright and Patent and Trademark; this is the page with the copyright index and the others can be found through it.

<http://www.abanet.org/buslaw/cyber/sisrep1.html/> - “Publisher Liability in Cyberspace,” a report by the Subcommittee of Interactive Services, of the Committee of Law and Commerce in Cyberspace, of the American Bar Association Business Law Section.

## Sample Permission Request Letter:

“Dear Sir or Madam (*or use name*):

I am the editor of , a publication with (monthly/quarterly/once-yearly) circulation of ## for the (area – *use mundane terms unless you are writing to an SCA member*) of the Society

for Creative Anachronism, Inc., a non-profit educational corporation dedicated to the study and re-creation of the Middle Ages and Renaissance. I would like to print/use your work titled “ ” in the issue. We do not have the means to provide an honorarium for this use, but will provide two copies for your records. Please respond by if at all possible; I will be happy to answer any questions you may have, and my address, telephone number, and email appear above.”

These forms may be used to obtain and confirm permission to use a work in a newsletter, on tape, on a Website, or in other circumstances. **Please** modify the request letter to fit the circumstances; you would take a different tone with an SCA member than you would an outsider, and can use SCA terms for the former.

# RESOURCES FOR CHRONICLERS

## Books

*Editors on Editing*, Gerald Gross, Gross & Dunlap.

*The Elements of Style*, 3<sup>rd</sup> Edition, William Strunk & E.B. White, Collier Macmillan.

*The Chicago Manual of Style*, 13<sup>th</sup> Edition, University of Chicago Press.

*Funk & Wagnall's Canadian College Dictionary*, Fitzhenry & Whiteside.

*Webster's New World Dictionary*, Second College Edition.

*The Synonym Finder*, J.I. Rodale, Warner Books.

*The Beginning Creator's Copyright Manual*, Christopher W. French, Harlo, Detroit.

## Internet:

Kingdom of Ealdormere Website: [www.ealdormere.sca.org](http://www.ealdormere.sca.org)

Rialto: [rec.org.sca](http://rec.org.sca)

Ealdormere List: [e\\_list@ealdormere.sca.org](mailto:e_list@ealdormere.sca.org) For information on how to subscribe:  
[owner-e\\_list@lweb.net](mailto:owner-e_list@lweb.net)

ArtSource: <http://www.ilpi.com/artsource/welcome.html>

Barry's Clipart Service: <http://www.barrysclipart.com/old-a-b-clip-art.html>

Medieval Woodcuts Gallery: <http://www.godecookery.com/clipart/clart.htm>

Scriptorium (dealer in specialized font packages): <http://www.fontcraft.com/scriptorium/>

1001 Free Fonts for Mac and PC: <http://www.1001freefonts.com/>

Steven's Heraldic ClipArt Page: [http://freepages.family.rootsweb.com/~heraldry/page\\_clipart.html](http://freepages.family.rootsweb.com/~heraldry/page_clipart.html)

# RESOURCES FOR WEB MINISTERS

HTML for Beginners: List of numerous beginner HTML guides at Yahoo  
[http://ca.dir.yahoo.com/Computers\\_and\\_Internet/Data\\_Formats/HTML/Guides\\_Tutorials/Beginner\\_s\\_HTML/](http://ca.dir.yahoo.com/Computers_and_Internet/Data_Formats/HTML/Guides_Tutorials/Beginner_s_HTML/)

HTML Tag List: Reference to HTML elements  
<http://utopia.knoware.nl/users/schluter/doc/tags/index.html>

General information on Personal Web Pages: <http://personalweb.about.com/mbody.htm>

To write HTML files, any ASCII editor will do, but there are also HTML editing software programs out there. If you're interested in getting one, check out the following links online:

HTML Editors (MAC): <http://shawcable.mac.tucows.com/htmleditmac.html>

HTML WYSIWYG Editors (MAC): <http://shawcable.mac.tucows.com/beginnermac.html>

HTML Editors (PC): <http://look.tucows.com/htmledit95.html>

HTML WYSIWYG Editors (PC): <http://look.tucows.com/htmlbeginner95.html>

You'll also want to be able to fiddle around with graphics for your website – it will look pretty plain without any images. However, most of us would wince at shelling out the close to a thousand dollars that big, impressive graphics programs such as Adobe Photoshop would cost, so here are some places you can go online to download graphics-related software.

Graphics Editors (MAC): <http://shawcable.mac.tucows.com/imgedit,mac.html>

Graphics Animators (MAC): <http://shawcable.mac.tucows.com/imganimac.html>

Graphics Editors (PC): <http://look.tucows.com/imgedit95.html>

Graphics Animators (PC): <http://look.tucows.com/mmedia/imgani95.html>

If you are already very comfortable with HTML, you might be interested in making your site a little more dynamic and interactive. If so, check out the following links.

DHTML: Cascading Sheets – List of CSS resources at Yahoo

[http://ca.dir.yahoo.com/Computers\\_and\\_Internet/Data\\_Formats/HTML/Cascading\\_Style\\_Sheets/](http://ca.dir.yahoo.com/Computers_and_Internet/Data_Formats/HTML/Cascading_Style_Sheets/)

DHTML: Javascript – Hugh list of Javascript resources at Yahoo

[http://ca.dir.yahoo.com/Computers\\_and\\_Internet/Programming\\_Languages/JavaScript/](http://ca.dir.yahoo.com/Computers_and_Internet/Programming_Languages/JavaScript/)

DHTML: Side Server Includes – SSI Tutorial [www.carleton.ca/~dmcfet/html/ssi!.html](http://www.carleton.ca/~dmcfet/html/ssi!.html)

DHTML: Style Sheet Creators (MAC) <http://shawcable.mac.tucows.com/stylemac.html>

DHTML: Style Sheet Creators (PC) <http://look.tucows.com/style95.html>

Free website space providers include:

FreeWebspace.net – Guide to free webhosting, with reviews: <http://www.freewebspace.net>

Angelfire – [www.angelfire.com/yourcategory/yourname](http://www.angelfire.com/yourcategory/yourname); 50MB space; CGI; ads in pop-up window

<http://www.angelfire.com>

Crosswinds – [yourname.crosswinds.net](http://yourname.crosswinds.net); unlimited space; use of their CGI collection; ads in pop-up window

<http://www.crosswinds.net>

Freeservers – [yourname.freeservers.com](http://yourname.freeservers.com); 20MB space; use of their CGI collection; ads in pop-up window or at top of page

<http://www.freeservers.com>

Tripod – [yourname.tripod.com](http://yourname.tripod.com); 50MB space; CGI; ads in pop-up window or at top of screen

<http://www.tripod.com>

Yahoo! Geocities – [www.geocities.com/yourYahooID](http://www.geocities.com/yourYahooID); 15MB space; use of their CGI add-ons; ads in in-page windows <http://geocities.yahoo.com>

## **EALDORMEREAN WEB MINISTER'S COMMUNITY**

The Ealdormerean Web Ministers have a mailing list. You can use it to ask for help, share ideas, find out what's going on in the Ealdormerean web world, etc. The list is a Yahoo! Group community and it's website is: [http://ca.groups.yahoo.com/group/e\\_web](http://ca.groups.yahoo.com/group/e_web) Or you can just e-mail the Kingdom web minister and asked to be placed on the list.

# PUBLICATIONS PERMISSION FORM

I, \_\_\_\_\_, being known within the Society for Creative Anachronism as \_\_\_\_\_, do hereby grant permission for the **(Circle appropriate item(s):** article/poem/picture/song/\_\_\_\_\_) entitled: \_\_\_\_\_ to be used as follows \_\_\_\_\_ . Ownership by the publication titled \_\_\_\_\_ and all copyright granted to that publication (or to: Society for Creative Anachronism, Inc.), which shall determine all future use of the item named above.

**(Check one item.)**

One-time publication in an issue of: \_\_\_\_\_

**or:** publication in that publication no more than \_\_\_\_\_ times (separate issues).

Performance at the event called \_\_\_\_\_

Posting on the Web page for: \_\_\_\_\_

*FOR WEB USE: I recognize that persons unknown may link to this site or may use my work without my permission. I shall hold the web page owner harmless from such activity if proper notice appears on the Web page, and I am immediately notified when the link or use is discovered.*

If I have checked one of the last three options, I retain all copyright in my work and may grant permission to any other publication or entity to use my work, or may withdraw permission as I choose. I further certify that I am the sole creator of this work, and have not substantially based it upon the work of any other person. If others have contributed to this work, or if I have based this upon the work of any person, their names and addresses (or other contact information) and the name of the original work are:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

# DOMESDAY FORM

SCA Name of Chronicler: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Name of Newsletter: \_\_\_\_\_

Newsletter for the Group of: \_\_\_\_\_

Modern Name and Full Address of Chronicler: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number and e-mail address of Chronicler: \_\_\_\_\_

\_\_\_\_\_

Number issues published in the past year and frequency of publication:

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Have you filed your quarterly reports with your Exchequer? \_\_\_\_\_

**QUESTIONS AND/OR COMMENTS:**