**Payment of Musical Copyrights FSS/PPS 01.03**

**Issue No. 8**

**Effective Date: 10/30/2023**

**Next Review Date: 04/01/2027 (E4Y)**

**Sr. Reviewer: Executive Director of Auxiliary Services**

**POLICY STATEMENT**

*Texas State University is committed to upholding copyright laws and fulfilling all associated copyright fees.*

1. **SCOPE**

01.01 The purpose of this policy is to establish procedures for payment of musical copyrights, as required in [UPPS No. 01.04.27](https://policies.txstate.edu/university-policies/01-04-27.html), Intellectual Property: Ownership and Use of Copyrighted Works.

**02. COPYRIGHT CONTRACTS**

02.01 Texas State University has executed a license agreement with the American Society of Composers, Authors, and Publishers (ASCAP); Broadcast Music Incorporated (BMI); Global Music Rights; and SESAC Inc. The original contracts are maintained on file in the Office of the Executive Vice President for Operations and Chief Financial Officer. The executive director of Auxiliary Services will maintain copies of the contracts.

**03. COPYRIGHT LICENSE FEES**

03.01 The license agreements that have been executed with ASCAP, BMI, Global Music Rights, and SESAC Inc. require per student fees based on the total graduate and undergraduate, full-time equivalent students enrolled during the reporting period.

03.02 The license agreements require that Texas State submit quarterly copies of musical programs performed. The required reports are submitted by the chair of the School of Music.

**04. PROCEDURES FOR PAYMENT OF COPYRIGHT FEES**

04.01 An auxiliary account will be established for payment of all copyright fees. The executive vice president for Operations and Chief Financial Officer will delegate the account management responsibilities to the executive director of Auxiliary Services.

04.02 On October 1 of each year, the executive director of Auxiliary Services will request from the Office of the University Registrar the number of graduate and undergraduate full-time equivalent (FTE) students reported for the fall semester.

04.03 The executive director of Auxiliary Services will report the FTE enrollment figure to the appropriate agencies on or before November 1 of each year. The license fees are based on the reported FTE figure.

04.04 As invoices are received from the licensing agents, the executive director of Auxiliary Services will request the Accounting Office process payments.

**05. REVIEWERS OF THIS PPS**

05.01 Reviewer of this PPS includes the following:

Position Date

Executive Director of Auxiliary April 1 E4Y

Services

**06. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Executive Director of Auxiliary Services; senior reviewer of this PPS

Executive Vice President for Operations and Chief Financial Officer