

# ALCS

AUTHORS'  
LICENSING AND  
COLLECTING  
SOCIETY

## JOIN ALCS

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The UK collecting society for writers.

“ ALCS collects money that writers are owed and it makes sure it gets to them, I can't see what the problem with that is.

TONY BRADMAN

Information and application form

# Why you should join

Sign up as a member of ALCS and tell us about the works you've written – then we'll then pay you any money we collect for the use of those works.

We collect royalties due to UK works from around the world, and then match the money received with the writers of the works in question. If the writer isn't already an ALCS member, we carry out research to locate them.

(You can find out more about our power to collect for non-members in our Memorandum and Articles of Association on our website, [alcs.co.uk](http://alcs.co.uk).)

## WHEN YOU'LL RECEIVE PAYMENT

We make two payments a year to members (March and September), and you might be paid in one or both of these, depending on what payments we've received for you.

## HOW ARE WE RUN?

We're a not-for-profit membership organisation. To fund the running of our company, we charge a commission fee on the money we pay out to you; at the time of printing this is 9.5% (but check our website for the most up-to-date figure).



We trust ALCS because it was started by writers and it's still led by writers.

MAGGIE GEE

# How to join

Complete a membership application form (there's one at the back of this booklet, or join online at [alcs.co.uk](http://alcs.co.uk)), let us know what you've written and tell us how to pay you – then we do the rest. You just need to keep your account up to date with new works and any changes to your personal details.

## LIFETIME MEMBERSHIP COSTS JUST £36



We take this off your first payment; you don't have to pay anything up front.

If you're a member of one of the following writers' unions, you can join for free:

1. Society of Authors
2. Writers' Guild of Great Britain
3. National Union of Journalists
4. British Association of Journalists
5. Chartered Institute of Journalists

# Who can join?

If you've ever written anything and had it published or broadcast, you can join. Our members include fiction and non-fiction writers, translators, adaptors, scriptwriters, magazine and journal article writers and editors in all genres.

## BENEFICIARIES OF ESTATES CAN ALSO JOIN

Copyright lasts for 70 years after the death of an author, so beneficiaries of authors are also eligible to join ALCS. The exact details of who the copyright in a work is left to may be specified in a writers' Will; in other cases it will simply fall into the writer's estate.

We can pay multiple beneficiaries of an estate; however, we recommend that if payments are relatively small, then only one representative joins (with permission of the others).

If you are the beneficiary of an estate, you can join ALCS by:

- downloading the successor application form from our website
- providing details of your eligibility (e.g. relevant clause of the Will, or a copy of the Grant of Probate).

# About us

Authors' Licensing and Collecting Society (ALCS) is a not-for-profit membership organisation started by writers for the benefit of writers. We're open to all types of writer, and owned by our members. We collect money that's due to our members for secondary uses of their work. These might include things like photocopying, cable retransmission, digital reproduction and educational recording.

These sorts of rights typically bring in small amounts of money that are difficult for writers to monitor individually, so the most effective way to gather them is collectively. It takes tireless investigation, as well as experience and expertise. But nowadays, with the help of our bespoke IT systems, we can collect money from all over the world through agreements with over 70 different societies in more than 50 countries. We then pay this to our members whose works are being used.

We also campaign and lobby on matters important to writers — at both a national and international level — to ensure writers' rights are both recognised and rewarded. Nobody else in the world does exactly what we do, though we're often compared to other organisations.

For many members, we're a mysterious organisation that sends them a payment every so often. Some even find us secretive. Yet for others, the reality of where the money comes from is possibly too detailed. There are even potential members who think we're a scam — until their first payment arrives.

We're open to all types of writers as members. We measure our worth by the amount of money we've collected and paid to writers, and the number who join us, as well as by our successes in lobbying and educating about copyright. Today we have around 90,000 members, and since 1977 we have paid over £450 million to writers.

# Mission and promise

## MISSION

We aim to be a trusted representative and a valuable service to all types of writers: campaigning for a fair deal; collecting money they are entitled to and sending it to them; representing their interests; and promoting and teaching the principles of copyright.

## PROMISE

We promise to support authors and their creativity, ensuring that they receive fair payment and their rights are respected. Most of our members receive some income from us each year. Fair remuneration and recognition for authors, in their infinite variety, is at the heart of everything we do. We represent our members and campaign for their interests, as well as educating people about the value of creativity and the role of intellectual property in the lives of authors.

“ The best way to describe ALCS is a godsend to writers. It’s a membership society, it collects money on behalf of writers, it protects their creativity and campaigns for their rights, which is great!

BARONESS FLOELLA  
BENJAMIN, OBE



# Applying for membership

In the following pages you'll find:

- guidelines for filling in the application form
- terms and conditions of membership
- the application form.



**FAIR REMUNERATION AND  
RECOGNITION FOR AUTHORS, IN  
THEIR INFINITE VARIETY, IS AT THE  
HEART OF EVERYTHING WE DO**

# Guidelines for completing the application form



Where you see this icon on the application form, guidance is available in this section.



Please complete all fields marked with an \*.

## ABOUT YOU

### EMAIL

We'll use your email address to send you the following:

- a login for the members' section of our website
- reminders about key deadlines (including payment dates)
- an email to let you know when your statement is ready for download
- ALCS News – our members' newsletter
- an invitation to our Annual General Meeting
- election information.

You can unsubscribe at any time using the link in the email (though we'd rather you didn't). We prefer to use email to communicate with you so we can keep postage costs to a minimum and ensure our commission rate remains as low as possible.

## PAYMENT DETAILS

### VAT

If you're registered for VAT in the UK, sign up for our HMRC-authorized self-billing scheme. You can download a VAT self-billing form from [alcs.co.uk](http://alcs.co.uk).

Alternatively you can contact our finance department on 0207 264 5700 or by email at [finance@alcs.co.uk](mailto:finance@alcs.co.uk).

Once you've filled it in, return it to us with a copy of your VAT registration certificate and we'll do the rest.

### TAX

HMRC obliges us to withhold UK tax at the current rate of 20%. If your payments are from a UK source of income, you will be charged tax at this rate unless you hold a valid exemption certificate for this income. If you believe you should be exempt, you need to contact HMRC – [www.hmrc.gov.uk](http://www.hmrc.gov.uk).



## YOUR WORKS

Please tell us about at least one of your published or broadcast works. It's important we have at least one of your works on record to ensure you receive any payments you may be owed.

### WHICH WORKS SHOULD YOU TELL US ABOUT?

#### BOOKS

Tell us about the books you've written, edited or translated, including contributions to books such as chapters, essays and poems.

#### ARTICLES

Claim for all the articles you've had published in UK publications (print or online) in the last three years. Make sure you claim in good time. We pay writers of articles in the March distribution, and we need your claims by 30 November each year to give us time to process them.

#### SCRIPTS

All individuals with a credited written contribution to a TV or radio work produced in the UK qualify. These include scriptwriters, adaptors, dramatists, devisors, abridgers and authors of underlying works (books that have been adapted into scripts).

### HOW TO TELL US ABOUT YOUR WORKS

You need to tell us about at least one work when you join ALCS.

After you've joined you can log in to your online account at [alcs.co.uk](https://alcs.co.uk) and tell us about everything else you've written. We recommend you update your online account regularly with any new works.

If you don't have internet access please write to us with the relevant details instead.

Please note that members have the right to authorise the use of works for commercial and non-commercial uses. Details about the terms under which payments are made to members can be found in our distribution rules on our website, [alcs.co.uk](https://alcs.co.uk).

## ADDITIONAL INFORMATION

### MEMBERSHIP OF OTHER ORGANISATIONS

Members of the writers' unions (Society of Authors (SoA), Writers' Guild of Great Britain (WGGB), National Union of Journalists (NUJ), Chartered Institute of Journalists (CIOJ), British Association of Journalists (BAJ)) can join ALCS for free, so make sure you indicate this on your application form.

### OTHER SERVICES FOR WRITERS

#### PUBLIC LENDING RIGHT – AN EXTRA SOURCE OF INCOME

If you've had a book published in the UK, you should also sign up for Public Lending Right (PLR). It collects money for the loan of your books in libraries (in the UK).

If you tick this box on the application form we will pass your details to PLR and they will contact you. Alternatively you can visit their website, **[www.plr.uk.com](http://www.plr.uk.com)**, and make an application directly.

Union membership can be very useful for writers in helping them navigate the tricky world of contracts and the business of being a writer.

## THE SOCIETY OF AUTHORS

The Society of Authors was established in 1884 and today represents over 9,000 authors. Its list of benefits includes:

- confidential, individual contract vetting service
- advice about rights, fees or any other professional query you may have to help you negotiate with your publisher
- access to fantastic resources that will help you through the publishing process
- subscription to *The Author*, featuring articles from prominent industry professionals
- a varied calendar of events and training sessions.

Find out more at the Society's website, [www.societyofauthors.org](http://www.societyofauthors.org).

## THE WRITERS' GUILD OF GREAT BRITAIN

The Writers' Guild of Great Britain supports writers across media including books, film, online, radio, theatre, TV and video games. It campaigns for writers and negotiates agreements to secure the best possible pay and conditions. Membership is open to writers of all levels of experience.

Find out more at the Guild's website, [www.writersguild.org.uk](http://www.writersguild.org.uk).

## DECLARATION

Before signing your application form, make sure that you have read the terms and conditions of membership and know where further information about ALCS can be obtained.

# Terms and conditions of ALCS membership

The following documents set out the terms and conditions of ALCS membership and the parameters under which ALCS operates.

All are available for viewing on our website [alcs.co.uk](http://alcs.co.uk).

- ALCS Memorandum and Articles of Association  
The Articles of Association set out the legal parameters within which ALCS operates as a limited company
- ALCS Distribution Rules  
The distribution rules set out the ways in which money is allocated and distributed to members

Information on the commitments that ALCS makes to our members can be found in our Code of Conduct.

## **SIGNING THE DECLARATION**

By signing the declaration on the application form, you are agreeing that:

- i. Your membership shall be subject to the Memorandum & Articles of Association of the Authors' Licensing & Collecting Society ("the Society") and your rights, duties and obligations as an Ordinary Member shall be governed by the Memorandum & Articles, and all rules made thereunder, as in force from time to time;
- ii. The Rights the Society shall be entitled to administer on your behalf in the UK and overseas are as specified in paragraph (c) of Article 7 ('the Rights') and may only be extended by a Special Resolution of the Company;
- iii. In accordance with Article 7 (d) you will have the opportunity to withdraw your works in respect of any extension to the Rights;
- iv. In accordance with Article 7(i) you have the right to withdraw your authority to exercise any of the Rights granted to the Society;
- v. The membership fee of £36 will be deducted from your first distribution payment.

## YOU WILL UNDERTAKE TO NOTIFY THE SOCIETY OF:

- i. any new or additional works; and
- ii. any changes in your contact or payment details, residency and tax status.

## ARTICLE 7 (C) - THE RIGHTS

- i. the lending right;
- ii. the reproduction right in each work;
- iii. the private copying right;
- iv. the right to communicate the work to the public by any means of re-transmission or rebroadcasting of the work as a simultaneous and unaltered relay of the original transmission;
- v. the off-air recording right;
- vi. the right to perform the work in public by means of apparatus for receiving visual images or sounds conveyed by electronic means;
- vii. the right to communicate the work to the public by means of the satellite broadcasts of the programme services of BBC Worldwide and others including the terrestrial retransmission thereof;
- viii. the right to communicate the work to the public by electronic transmission, capable of or amenable to collective administration;
- ix. the rental right;
- x. the performing right; and
- xi. caching, hosting or storing the work in electronic form in support of the above.

A 'plain English' version of these rights and the type of work that they apply to is available from our website, [alcs.co.uk](http://alcs.co.uk).

# ALCS



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