



Canada Council for the Arts  
Conseil des arts du Canada

Public Lending  
Right Program

Programme du droit  
de prêt public

150 Elgin Street, PO Box 1047  
Ottawa, ON K1P 5V8  
Tel.: 1-800-521-5721 or 613-566-4378  
plr.ca plr@canadacouncil.ca

**File Update**

Registration Period: 15 February to 1 May 2021

File Number: **RICHARD PYVES**  
**40498**  
1913 POPPY LANE  
PICKERING, ON L1V 2T4



Indicate any changes in your contact information.

(905) 831-2788

pyves@interlog.com

**NOTE: This form can be used to register print or e-books only. To register an audiobook, please download the Audiobook Registration Form available on our website.**

1. For each new title submitted, you MUST include:

- a photocopy of the **title page** (where your name and the title of the book appear).
- a photocopy of the **copyright page**.
- a photocopy of the table of contents, if available.

2. If you are submitting a new ISBN for a title already on file, you do not have to include support material.

**Editors** must identify their written contribution (including the number of pages) on the photocopy of the table of contents.

This year, you may register titles published between January 1, 2016 and May 1, 2021.

**Use the codes from the table below to fill out the form**

<b>Language</b>	E - English, F - French, B - Bilingual (English and French), Other language ( <b>specify language</b> )
<b>Category</b>	C - Children's/Young adult, D - Drama, F - Fiction, N - Non-fiction, P - Poetry, S - Scholarly.
<b>Contribution</b>	A - Author, C - Co-author, E - Editor, G - Anthology contributor, I - Illustrator, P - Photographer, T - Translator
<b>% Share</b>	You must enter the percentage based on your specific contribution to the printed material in the book.
<b>ISBN</b>	Enter all valid ISBNs (13 digits) for your title. Note: Titles that have an ASIN instead of an ISBN are not eligible.

**Title of book:**

(and pseudonym, if applicable)

Enter all relevant ISBNs for this title (13 digits e.g. 9781989148401)	Format: Paper, PDF or ePub	Year of Publication	Language	Category	Contribution	% Share	Total Number of pages	Is this title already on file: Yes <input type="checkbox"/> No <input type="checkbox"/>
								Office use

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								Office use

**Declaration: (please check boxes)**

- I understand that cheques issued by the PLR Program must be cashed within six months of issue; otherwise payment will be stopped, and the PLR Commission will no longer be liable for the amount of the cheque.
- I reaffirm that I am a Canadian Citizen or Permanent Resident of Canada.
- I declare that the books I am registering have been published.
- For each new title listed on this form, I have attached the required support material.
- I understand that any misrepresentation in this form or in any accompanying information may render me ineligible for PLR payment.

**Mandatory Signature**

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

**PLEASE NOTE: Incomplete registrations will be ruled ineligible.**

**Eligibility Criteria on reverse**

## **DO I NEED TO SEND IN THE FILE UPDATE FORM?**

If you have no new titles, new editions or new versions to add to your file, you do not need to return this form.

## **HOW DO I ADD TITLES TO MY PLR FILE?**

To register an audiobook, you must use the **Audiobook Registration form available online**. (<https://publiclendingright.ca/update-your-file/register-new-title>)

Consult the eligibility criteria below to make sure that you and your titles are eligible before you fill out the File Update form. Include the necessary support material with your submission.

### **DEADLINE**

Registrations mailed after May 1 (with the postmark date as proof) will not be accepted and will be mailed back to you.

### **ESTATES**

No claim may be made on behalf of a deceased author by the estate or survivors. Moreover, the shares of ineligible or deceased contributors do not accrue to the eligible or surviving contributors.

### **ELIGIBLE CREATORS**

- Writer
- Translator
- Illustrator or photographer
- Narrator
- Editor (note: only editors with original written contributions qualify)

There can be no more than six contributors to the book (this excludes editors and translators, but includes illustrators, photographers and narrators).

Your name appears on a given work's title page or copyright page or, for an anthology contributor, in the table of contents.

Your contribution to the book comprises at least 10% of the length of the book.

### **ELIGIBLE BOOKS**

Eligible genres include works of poetry, fiction, drama, children's literature, non-fiction or scholarly work.

Your book has been published in the last 5 years.

Your title must be a print book, e-book or an audiobook and have a valid ISBN.

Your book must be at least 48 pages long (24 for a children's book). For e-books, the page count is based on the PDF version.

## **HOW TO CALCULATE YOUR PERCENTAGE SHARE?**

For print and e-books, your percentage share claim is based on your specific printed contribution to the book. For example, if a 100-page book consists of 70 pages of a writer's work and 30 pages of an illustrator's work, the writer would claim 70% and the illustrator would claim 30%.

The percentage share is calculated as follows:

### **AUTHORS OR CO-AUTHORS**

- If you are the sole creator of a book, you may claim 100%. If your book is an adaptation, you may claim 50%.
- If your book has been translated, or is available in audio format, you may claim up to 50% for each translated or narrated version. You must register each version separately.
- If you are a co-author, calculate your share according to the size of your contribution.

### **TRANSLATORS**

- You may claim up to 50%.
- For children's picture books (24-32 pages), you may claim 33%.
- For audiobooks, you may claim 33%.
- If more than one translator is involved, the translator percentage claim must be shared accordingly.

### **ILLUSTRATORS OR PHOTOGRAPHERS**

- Your percentage share depends on the space your photos or illustrations take up in the book.
- For children's picture books (24-32 pages), you may claim 50%, or 33% if a translator also worked on the project.

### **NARRATORS**

- You may claim up to 50%.
- For translated audiobooks, you may claim 33%.
- If more than one narrator is involved, the narrator percentage claim must be shared accordingly.

### **EDITORS WITH ORIGINAL WRITTEN MATERIAL**

- You must have contributed original written work that is at least 10 pages and 10% of the book's text. This can be a preface, an afterword, notes on the text or another written contribution in the body of the book. The work must be identified as yours in the table of contents. Notes on the contributors, indices, timelines, glossaries, bibliographies or tables of contents do not count.
- Your name must be on the title page or copyright page.
- You must be the sole editor or one of two co-editors.
- If you are the sole editor, you may claim 20%. If two editors are involved, each may claim 10%.

## **INELIGIBLE GENRES**

The following books are not eligible in the PLR program:

- a practical book giving advice or instructions, a self-help or "how-to" book, a manual or guidebook on any subject (e.g. travel, nature, cookbook, etc.).
- a professional guide (legal, technical, medical, scientific, pedagogical, accounting, financial).
- a book designed primarily for an educational market.
- a list of any kind or short segments of information brought together in a list format (directory, index, compilation, bibliography, dictionary, atlas, encyclopedia, genealogy, etc.).
- a book resulting from a conference, seminar or symposium.
- the catalogue of an exhibition.
- a newspaper, magazine or periodical.
- an unpublished work (e.g. thesis, manuscript).
- DVD or podcast.
- as a new title: a second or subsequent edition of an eligible book, unless at least 50% of this edition constitutes completely new text, not revised text.
- a report, survey or program evaluation.
- a title prepared for or published by a governmental or paragonovernmental organization, institution or corporation.
- wholly or mainly a musical score.
- a calendar, agenda, colouring book, quiz book or game.
- a book created for your employer in the course of your employment.

## **WHERE DO I SEND MY FILE UPDATE FORM?**

Mail your signed form with support materials:

by regular mail to:

PLR Program

150 Elgin Street, **PO Box 1047**  
Ottawa, ON **K1P 5V8**

by registered mail to:

PLR Program

150 Elgin Street, **2<sup>nd</sup> floor**  
Ottawa, ON **K2P 1L4**

The PLR program staff reserves the right to re-examine the eligibility of a registered title at any time.

### **TO RECEIVE PROOF THAT YOUR REGISTRATION FORM WAS RECEIVED BY THE PLR OFFICE, YOU CAN:**

- send your form by registered mail, or
- include a self-addressed, stamped envelope with your form.