



Electronic Title List Validator

U.S. Copyright Office Webinar



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Director of Public Records
& Repositories

Speakers:

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When recording a document with the Copyright Office, you must identify the works related to the document in the paper submission.

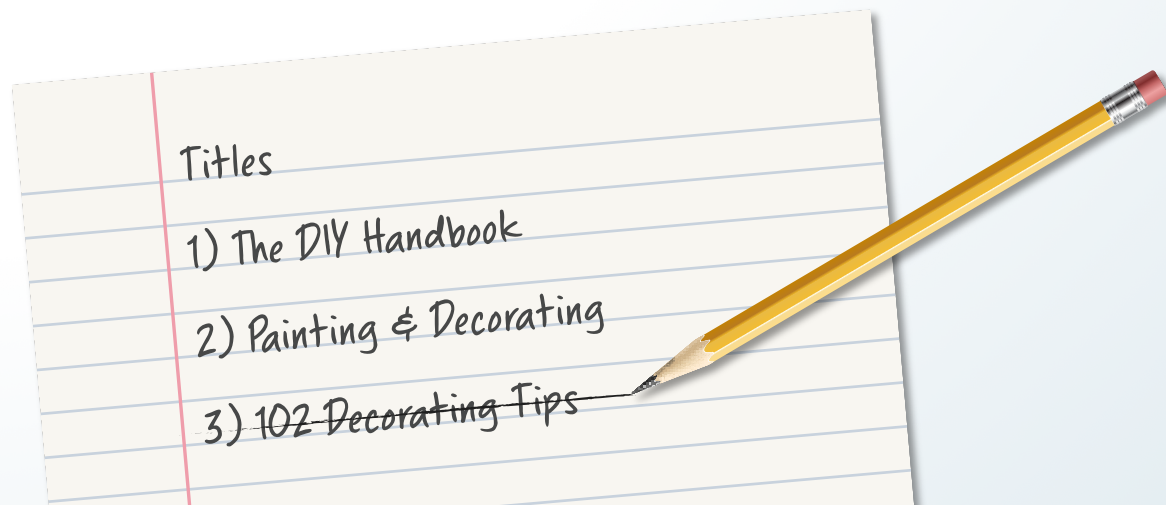
I would like to assign the John Doe Company exclusive right to produce and distribute the literary works of the DIY home series of books.





Submitting a paper list of titles

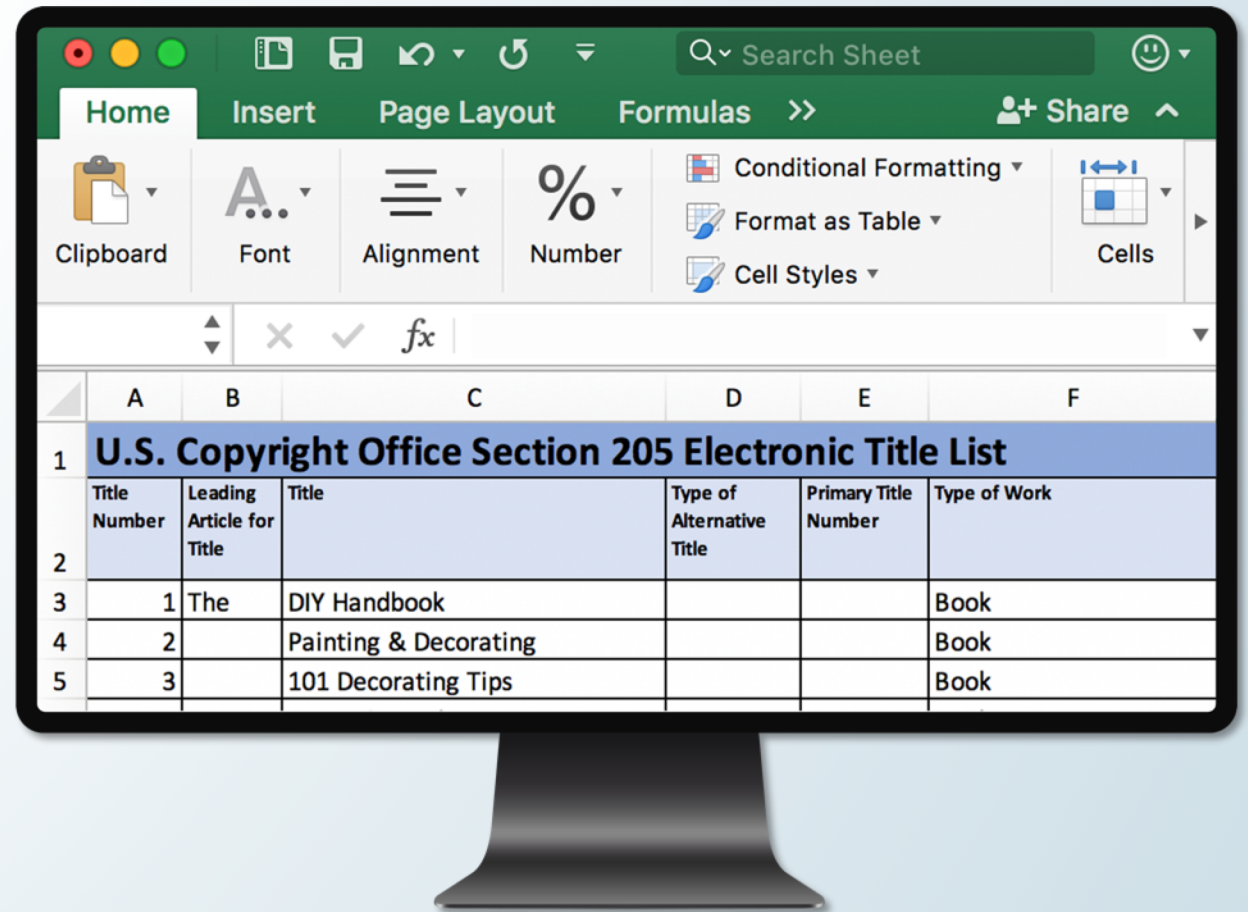
- Takes time to index the document
- Potential for inaccuracies in manual transcription
- Time needed to record the document and issue a certificate





Electronic Title Lists Reduce:

- Amount of time to index the document
- Potential for inaccuracies in the public record
- Time to record the document and issue a certificate
- Required Fees for more than 11 titles



ETL TEMPLATE



The screenshot shows an Excel spreadsheet with the following structure:

- Row 1:** Title: **U.S. Copyright Office Section 205 Electronic Title List**
- Row 2:** Instructions: *For detailed instructions and requirements for completing and submitting this form, please see <https://www.copyright.gov/recording/etl>. Please leave all unused cells in the template blank. Do NOT type "Not Applicable" or "N/A." To contact the Office for further assistance, please visit <https://www.copyright.gov/help>.*
- Row 3 (Header):**

Title Number	Leading Article for Title	Title	Type of Alternative Title	Primary Title Number	Type of Work	Name(s) of Author(s)	Registration Number	Effective Date of Registration	Additional Registration Number	Effective Date of Additional Registration	Title of Larger Work	Type of Larger Work
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- Rows 4-18:** Empty table rows for data entry.

The spreadsheet interface includes the following elements:

- Top Bar:** File name "etl-template", search bar "Search Sheet", and "Share" button.
- Home Tab:** Ribbon with options for Paste, Font (Calibri, 12), Paragraph (Wrap Text, Merge & Center), Styles (General), and Data (Conditional Formatting, Format as Table, Cell Styles).
- Formulas Bar:** Shows "M90" and a formula icon.
- Column Headers:** A through M.
- Row Headers:** 1 through 18.
- Bottom Bar:** "Ready" status, sheet tabs "E-titles", "Sheet2", "Sheet3", and a zoom level of 100%.



U.S. Copyright Office Section 205 Electronic Title List

For detailed instructions and requirements for completing and submitting this form, please see [https://www.copyright.gov/help](#). For further assistance, please visit <https://www.copyright.gov/help>.

Title Number	Leading Article for Title	Title	Type of Alternative Title	Primary Title Number	Type of Work
1		Star Wars			Motion Picture
2	A	New Hope	a.k.a.	1	
3		Episode IV	a.k.a.	1	
4		Indiana Jones and the Temple of Doom			Motion Picture
5		Indiana Jones 2	f.k.a.	4	
6		O Alquimista			Novel
7	The	Alchemist	a.k.a.	6	



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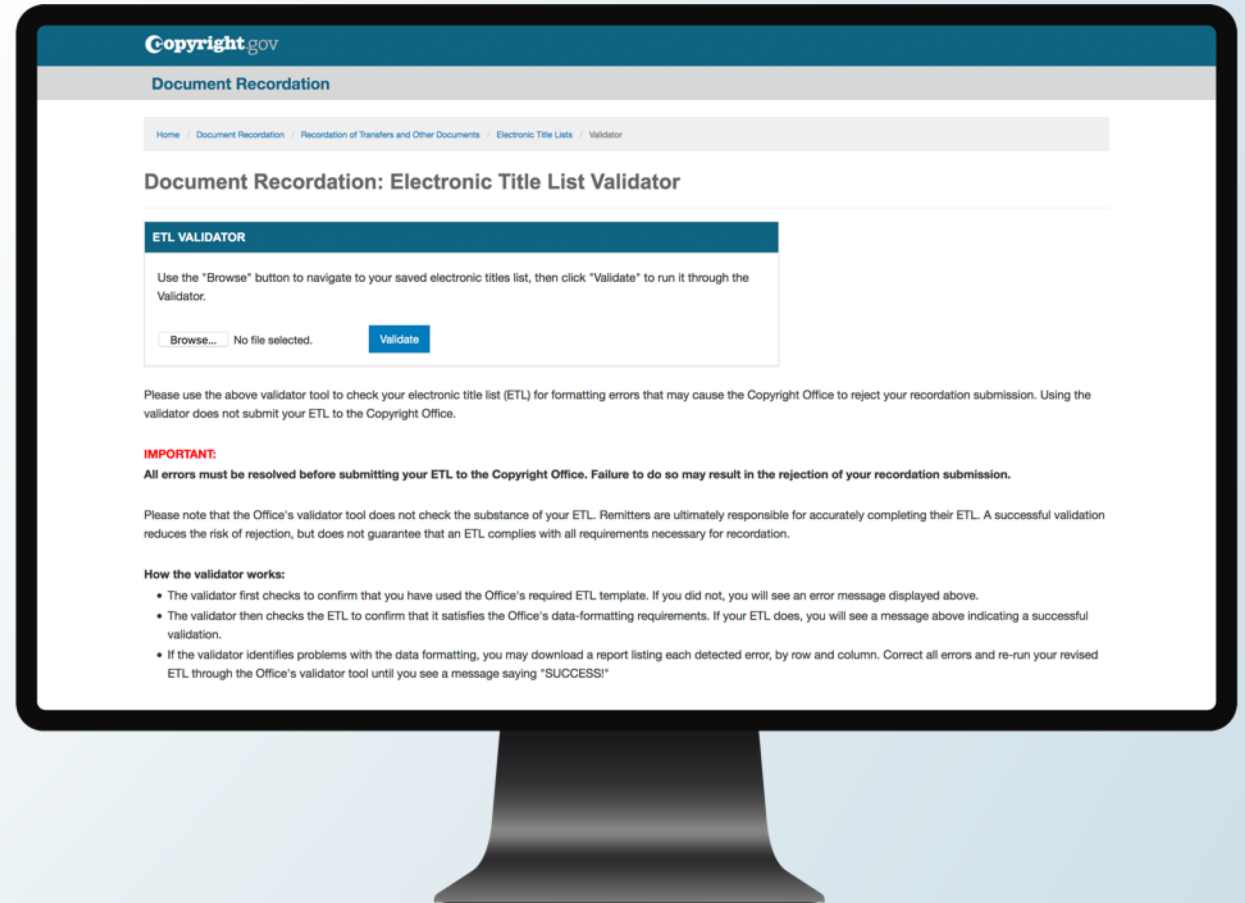
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WHAT DOES THE ETL VALIDATOR TOOL DO?



- Checks that you have used the Office's required ETL template.
- Checks the ETL file for the Office's data-formatting requirements.
- Generates an error report if there is an issue with the data formatting
- Generates a success message if the ETL file returns no errors





Document Recordation: Electronic Title List Validator

ETL VALIDATOR

Use the "Browse" button to navigate to your saved electronic titles list, then click "Validate" to run it through the Validator.

no file selected

Please use the above validator tool to check your electronic title list (ETL) for formatting errors that may cause the Copyright Office to reject your recordation submission. Using the validator does not submit your ETL to the Copyright Office.

IMPORTANT:

All errors must be resolved before submitting your ETL to the Copyright Office. Failure to do so may result in the rejection of your recordation submission.

Please note that the Office's validator tool does not check the substance of your ETL. Remitters are ultimately responsible for accurately completing their ETL. A successful validation reduces the risk of rejection, but does not guarantee that an ETL complies with all requirements necessary for recordation.

How the validator works:

- The validator first checks to confirm that you have used the Office's required ETL template. If you did not, you will see an error message displayed above.
- The validator then checks the ETL to confirm that it satisfies the Office's data-formatting requirements. If your ETL does, you will see a message above indicating a successful validation.
- If the validator identifies problems with the data formatting, you may download a report listing each detected error, by row and column. Correct all errors and re-run your revised ETL through the Office's validator tool until you see a message saying "SUCCESS!"



ETL Validator Error Message and Success Messages

ETL VALIDATOR

Use the "Browse" button to navigate to your saved electronic titles list, then click "Validate" to run it through the Validator.

Choose File no file selected

Validate

ERROR! Your file does not appear to be a properly formatted ETL. Please use the required **ETL template**.



ETL Validator Error Message and Success Messages

ETL VALIDATOR

Use the "Browse" button to navigate to your saved electronic titles list, then click "Validate" to run it through the Validator.

Choose File etl-template-example.xlsx

Validate

Downloading error report... Please wait.



ETL Validator Report

====Please correct the below errors=====

Row 10, Column E: ERROR! No primary title number provided. Column D of this row lists a type of alternative title, indicating that the title in this row is an alternative title. If so, in Column E, please enter the title number from Column A (not the row number) of the associated primary title. If this is not an alternative title, delete the alternative title type in Column D.



ETL Validator Error Message and Success Messages

ETL VALIDATOR

Use the "Browse" button to navigate to your saved electronic titles list, then click "Validate" to run it through the Validator.

Choose File

etl-template-...success.xlsx

Validate

Success! The format of your ETL has been validated. It may be submitted to the Copyright Office as part of your recordation filing. Submission instructions can be found [here](#).



<http://copyright.gov/recordation/etl/>