BBC Academy

Silvermouse (for Production Paperwork)

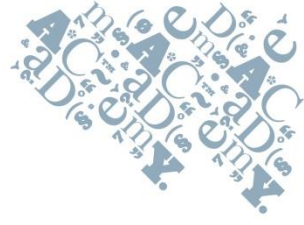### *Completing and Submitting the BBC Contributors Form*

The Contributors form is an essential part of the BBC Programme as Complete paperwork, which is the only official record of a programme. The contributors form is used to report all contributions to the programme, both on- and off- screen, such as interviewees, narrators, presenters, reporters, experts, guests, performers, musicians, musical fixers, dancers, choreographers, puppeteers, variety artists, or stunt performers/arrangers.

The Contributors form is used to pay repeat fees or royalties to contributors such as actors, musicians or writers when a programme is repeated or sold or used as an extract, so it is that critical the reporting is detailed and accurate.

Please note: All data in this helpcard is for training purposes only

Contents

The Contributors Form

Part of the BBC Programme as Completed Paperwork

The Contributors form is a critical part of the BBC Programme as Completed, or PasC, paperwork, along with the Front Page and Copyright forms.

The PasC needs to be completed for every programme and approved within 2 weeks of the programme's transmission.

The PasC is a critical document to complete accurately and diligently, as:

- With the Cue Sheet, it is a complete written record of the clearances undertaken for the programme. It needs to provide details of the rights obtained and explain where to find information about clearance, where required, for further use of the material.
- It fulfils the BBC's ongoing need to honour licence requirements and copyright legislation
- It needs to state details of any rights restrictions in the programme, as they may affect future use of that material
- It is used to pay repeat fees or royalties to contributors such as actors, musicians, or writers when programmes are repeated or sold or used as an extract.

> You must amend the PasC to update any incomplete or incorrect entries which were made prior to transmission. The BBC can then re-approve the form as soon as it has been updated.

The PasC provides essential information to various departments within the BBC, for example:

- Programme Acquisitions can use the total durations to complete Sequence or Purchase Programme agreements
- BBC Archives can catalogue material for possible re-use

The Contributors form contains information about all the contributors to the programme, both on- and off-screen, so they should be included even if they are Out of Vision (OOV) or Edited Out of the final programme. This includes people who:

- had a contract agreed and issued
- signed a release form
- have a contract, but were edited out of the final programme (this is essential so that all contracts can be reconciled to the programme)

Contributors can be interviewees, narrators, presenters, reporters, experts, guests, performers, musicians, musical fixers, dancers, choreographers, puppeteers, variety artists, or stunt performers/arrangers.

> It is important to consider data protection when entering information into Silvermouse, especially when using free text fields. **No personal or financial information should be included**, and where you are entering a person's name or contact details you must inform them beforehand, unless they are already aware.
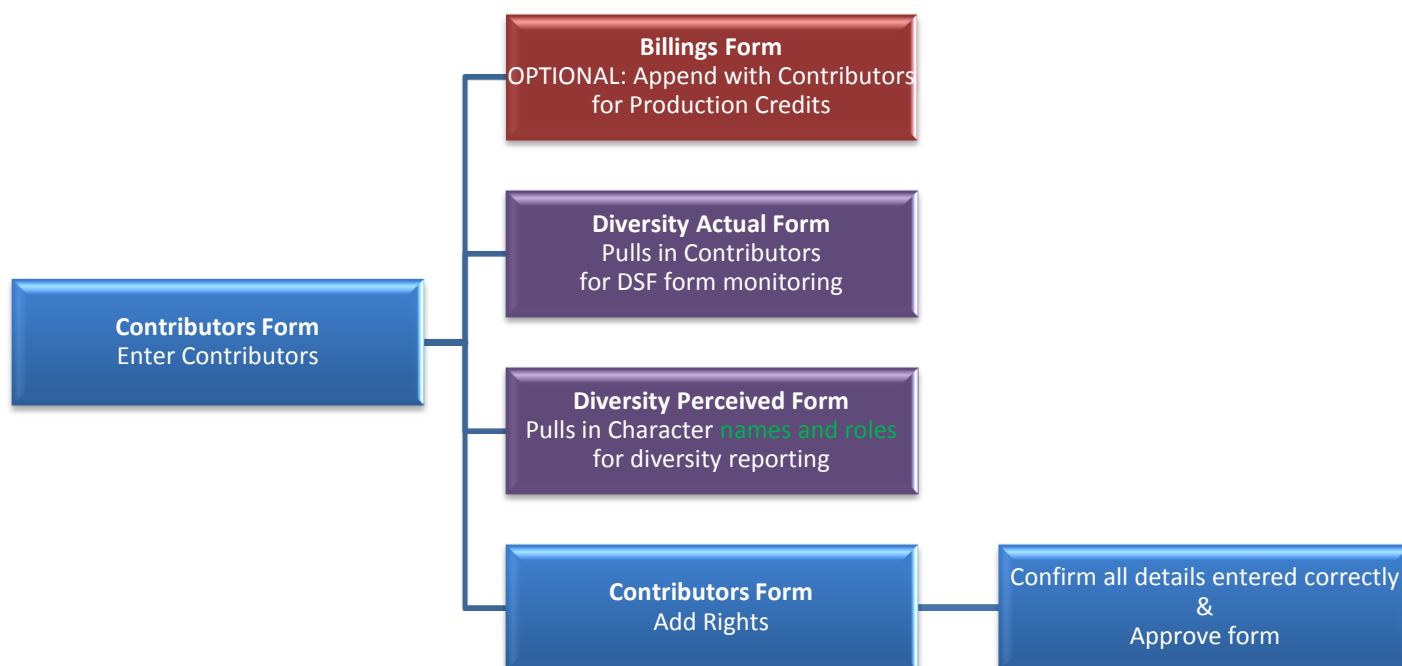
> Remember, the Contributors Form in Silvermouse is to report on the contributors in the programme, associating the details of their contract or identifying some other form of contract clearance.
>
> All the contracting should be completed earlier in the production process.

The Contributors Form and Other Forms

The **Contributors** form is linked to the **Diversity Actual, Diversity Perceived** and **Billings** forms in Silvermouse to save time and prevent duplication. This might affect the order you decide to complete the forms.

For example, you might decide to populate the contributors in the Contributors form at the outset of the production after contracting has taken place so the Diversity Self-Declaration Form (DSF) can be sent to your contributors. You can add anyone else who needs to complete a DSF directly into the Diversity Actual Form. When you complete the Billings Form, the contributors can be appended and edited as necessary. In both situations, the contributor's rights information can be updated after the transmission of the programme.

Billings Form
OPTIONAL: Append with Contributors
for Production Credits

Diversity Actual Form
Pulls in Contributors
for DSF form monitoring

Contributors Form
Enter Contributors

Diversity Perceived Form
Pulls in Character names and roles
for diversity reporting

Contributors Form
Add Rights

Confirm all details entered correctly
&
Approve form

Diversity Monitoring (Diamond)

Diamond is an initiative developed by the Creative Diversity Network (CDN) and its members which include the BBC, Channel 4, ITV, Sky, Creative Skillset and PACT.

Diamond will help to establish detailed and accurate answers to two essential questions:

- 1. Does the workforce on UK productions, both on and off-screen, reflect the diversity of the UK?
- 2. Are audiences of all kinds seeing themselves reflected on screen?

The information required for Diamond is collated via Silvermouse and is comprised of two forms, the Diversity Actual and Diversity Perceived forms.

How Does It Work?

The names and email addresses of mandatory roles that are involved in the programme, will be entered by production teams into the Contributors **or** Diversity Actual forms in Silvermouse. (Please refer the Diamond guidelines to see who should be entered in which form).

Those individuals will then receive an email with an encrypted link to the DSF and will be asked to enter information about the following diversity characteristics: gender, gender identity, age, ethnicity, sexual orientation and disability.

Once the diversity data has been entered, no productions or broadcasters can access the information. Also any reports will contain aggregated data to ensure that no individual will be identifiable.

Separately, a member of the production team records their perception of the diversity characteristics of those who contribute a significant role from an audience perspective. This information is entered in the Diversity Perceived form. If required, additional lines can be added directly to the Diversity Perceived form, for example if a person is playing several roles within a programme which need to be perceived separately.

To ensure you can advise recipients appropriately and to learn how to complete the Diversity Actual and Diversity Perceived forms, please complete the Diamond training.

Locating Your Programme's Front Page Form

➡ Search for your programme either in the **Inbox** or **Library**

➡ Click on **Contributors** to display the form:

Alternatively, if you are already viewing a form within your programme:

➡ From the **Forms** area, select **Contributors**:

If you are unable to locate the BBC forms for your programme and you expect to see them in Silvermouse, please contact your Delivery Co-ordinator or silvermouse.support@bbc.co.uk.

Editing the Header

Make sure that the information in the **Header** is correct before completing the form.

➡ Click on **Edit Header**

For more details about the fields that should be completed please refer to the Header Helpcard

➡ Click on **Update** to save the changes, or **Cancel** if no changes are required

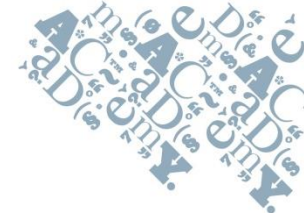## *Compact and Full View*

The Compact View

The Compact View is used by default. It displays Contributor and Agent information, and the Character name, if appropriate. It will also identify whether rights have been assigned, who assigned them and when, but it will not display any other rights information.

The Full View

The Full View will still display the same information about the Contributor as the Compact View, but will also detail all the entries about the rights associated to the contributor:

To change the view:

➡️ Click on **Full View** or **Compact View** as required:

The Process Menu

The Process menu provides additional options which are not immediately obvious when viewing the form. The following options are available:

- ■ **Edit Contribution** will open the Edit Contributor page, and can only be used for one contributor at a time

- ■ **Add / Edit Rights** will open the Rights tab so rights can be assigned. It can only be used for one contributor at a time

- ■ **Add / Edit Agent** will open the Edit Contributor page, and can only be used for one contributor at a time

- ■ **Remove Contribution(s)** will delete the contributor from the form entirely. The Remove Contribution option can be applied to multiple contributors

> If a person is removed from the Contributor form, they will also be deleted from the Diversity Actual form, and if the contributor was on-screen, the character will be deleted from the Diversity Perceived form.

- ■ **Remove Rights** will delete any rights associated with the contributor. This option can be applied to multiple contributors

Mandatory Fields

Mandatory fields are denoted by a red asterix.

Although many of the fields in the Contributors form are not mandatory, please ensure you complete all the relevant fields to ensure your reporting is robust, detailed and accurate for future exploitation by other productions; otherwise the BBC may reject the form.

Adding Contributors

Adding contributors to the form is a two stage process:

■ The contributor has to be identified, either by searching and selecting an existing record, or by manually entering them if they are not already on the system. This is done in the **Authors & Contributors** tab.

■ When you have added your contributors to the form, you then need to record the rights associated with that contribution. This is done in the **Rights** tab.

Contributors Form

Authors & Contributors	Rights

Role
Select

First Name

Middle Name

The following Contributors form databases can be searched to locate existing contributors:

■ Your local Silvermouse database

■ Equity database

Where possible, you should search for a Contributor using their email address. This will extend the limits of your local Silvermouse database and return results for all broadcasters, as the data is linked for diversity purposes. This is recommended to prevent the contributor receiving multiple requests to complete the DSF form, and to prevent duplicated entries.

If you do not use the email address when searching a contributor, the data will only be searched either in your local Silvermouse database or the Equity database.

Searching for a Contributor

Contributors should always be searched before being created as new entries.

To search for a contributor:

➡ **Role:** This is a mandatory field. The search will not perform until a role has been selected. Although this does not form part of the search criteria, the data is held for later use.

➡ **First Name:** In the **First Name** box, type the contributor's first name

➡ **Middle Name**: In the **Middle name** box, type the contributor's middle name, if required

➡ **Last Name**: In the **Last Name** box, type the contributor's last name

➡ **Email Address:** In the **Email Address** field, enter the Contributor's or the Agent's email address

➡ **Individual ID:** In the **Individual ID** box, type the Silvermouse ID for the contributor

➡ Click on **Search**

Select
Abridger
Actor
Actor (Lead Role)
Adaptor
Child Actor
Choreographer
Commentator/Co-commentator
Composer
Conductor
Crowd ADR
Dancer/Dance Company
Director
Expert/Consultant
Interviewees/Contestant
Interviewer
Journalist/Reporter
Judge/Adjudicator
Music Arranger
Music Fixer
Musical Director
Musician
Musicians: Group/Orchestra/Choir
Other On Screen (non-scripted)
Other On Screen (scripted)
Panellist
Performer
Presenter
Producer
Pundit/Studio Guest
Puppeteer
Singer
Stunt Arranger/Co-ordinator
Stunt Performer
Voiceover/Narrator
Walk On
Writer

Contributors Form

Authors & Contributors		Rights			
Role	First Name	Middle Name	Last Name	Email Address	Individual ID
Interviewees/Contestant ▾	Nikki		Chessall ✕	hessall@email.com	[Search]

Searching Names

- The Search is not case-sensitive

- When a name is included in the Middle Name box, the Silvermouse search results will only return a person where they have a space between their first and second name, and will exclude anyone that has a hyphen between the first and second name.

  For example, if Jamie was entered as a First Name, and Lee as a Middle Name in the search, the results would return Jamie Lee Curtis, but would not return Jamie-Lee Curtis.

- Double-barrelled names must be entered with a hyphen between words, for example Ridsdale-Smith. If a space or number is used within a Name field, the search will not run:

Search Individual

First Name	Middle Name	Last Name	Email Address
Jo Ann		Curtis	
Individual ID	Agent Name		
		[Search] [Add As New]	

> Jo Ann contains invalid characters

- Apostrophes should be used where appropriate, e.g. O'Reilly

Search Individual

First Name	Middle Name	Last Name	Email Address
P		Reilly	
Individual ID	Agent Name		
		[Search] [Add As New]	

Individuals

Displaying 1 - 10 of 14 Next

Source	Name (Agency)	Productions (Series Names)	Individual ID	
Equity	**Patrick Reilly**	More...		Edit and Use
Equity	**Pj O'reilly**	More...		Edit and Use
Equity	**Phyllis O'reilly**	More...		Edit and Use
Equity	**Philip Reilly**	More...		Edit and Use

- The search will not run if any characters other those listed above, or letters, are included in the criteria

Contributor Search Results

The search results appear in a pop up window.

> Ensure pop-up windows are enabled in your browser; otherwise this message won't display.

If there are any results, they will be displayed beneath the search criteria. This particular example has not used the email address:

The search results will show which database the result is returned from:

- **Silvermouse (BBC)** (see above): The contributor has been returned for the Silvermouse database for your Input Group team, e.g. BBC Drama – Birmingham or BBC Natural History Unit

- **Equity** (see above): The contributor has been returned from the Equity database. The first time you use this, you will need to agree to the Equity Terms and Conditions:

- **Silvermouse Global:** If an email address was used in the search and the contributor is returned, the result has been returned from the silvermouse database for all broadcasters

Equity results will not be returned in the search results if:

- A Silvermouse result is returned, with matching Name and Email address.
- If there is a global match form the local database
- An email address was used in the search, as the Equity search service does not support email

If the contributor is displayed in the search results, the following fields may also be displayed;

- **Agency**
- **Productions** – click on **More...** to view these
- **Individual ID** – the contributors unique identity in the Silvermouse database

To use a contributor from the search results,

➡ Click on **Use** or **Edit and Use**

The database the contributor is returned from will depict whether the Contributor can be edited as well as used, or just used.

> If possible, always search using the contributor's name and email address first, to pick up the globally stored record for them and to prevent duplication.
>
> If the contributor you search for is not displayed in the search results, consider whether you need to amend your search criteria, for example a misspelling.
>
> If you are still unable to locate the contributor (perhaps because the Agent details are incorrect or have not been updated), then you will need to create them as a new entry into the Silvermouse database.

The following fields should then be completed:

- **Character Name**, if appropriate
- **Email** and **Repeat Email**, if appropriate
- **Edited out**
- **Out of Vision**
- **Start** and **End Timecodes**
- **Description**, if required

> Please refer to the [Creating New Contributor](#) section of this helpcard for details on how to complete these fields.

Creating New Contributor

If you are unable to locate your contributor by varying your search criteria, then you should add them as a new contributor to the database.

> **IMPORTANT INFORMATION**
>
> It is essential that you check all the details for a new contributor thoroughly before you click on Add As new.
>
> Once a contributor has been created, only <u>some</u> of the fields can be amended; the contributor's name and email details <u>cannot</u> be amended, because they are linked to the Diversity Self-declaration Form for diversity reporting.
>
> The only solution is to recreate them with the correct details; this means there will be multiple entries for the contributor in the Silvermouse database. The incorrect version cannot be deleted.

➡️ Click on **Add As New**

There are two sections to complete when editing or creating a new contributor; the details of the Contributor and the details of their agent, if applicable

Edit Contributor

➡️ **Role:** The Role field will display the role selected in the Search, but it can be changed if necessary. Select the relevant option from the **Role** drop down list

➡️ **Select Diversity Role*:** This must be completed if it is displayed. Some roles are not directly mapped to the Actual Diversity form, so this is an additional mandatory field:

Edit Contributor

Role:* [Interviewees/Contestant ▼]

Select Diversity Role:* [Select]
[Contributor/Interviewee]
[Main Contributor/Expert]

Important: Please enter just ~~eld~~ and do not include spaces may be included in the middle and last names. Hyphens should be used for double-barr names. Do not include titles, roles or the names of multiple or groups of people

First Name:* [Den]

Middle Name: [ ]

Last Name:* [Wheeler]

➡️ **First, Middle and Last Names**: New contributors should always be entered using their professional name if they have one. Titles should not be used unless it is part of their professional name.

As Last Name is a mandatory field, an entry is required for Child Actor contributors, so use the text SURNAMEHIDDEN as the actors Last Name. If the Contributors are appended to the Billings Form later on, the child actor can simply be removed.

➡️ **Character Name***: The Character Name is only available for the following role types: Actor, Actor (Lead Role), and Child Actor:

Edit Contributor

Role:* [Actor ▼]

Important: Please enter just one name in the first name field and do not i may be included in the middle and last names. Hyphens should be used f names. Do not include titles, roles or the names of multiple or groups of p

First Name:* [John]

Middle Name: [ ]

Last Name:* [Pinento]

Contributor ID: [ ]

Character Name:* [Angus Mchill]

➡️ **Email***: In the Email box, type the contributor's email, if they provided an email address for the DSF to be sent to them

Email:* [johnpinento@email.co.uk]

Repeat Email:* [johnpninto@eamil.co.uk ✕]

➡️ **Repeat Email***: In the Repeat Email box, retype the contributor's email address – it is not possible to copy and paste the email address, as the purpose is to check the first email address has been entered correctly

🔘 DSF via individual

⚪ Contributor email address not supplied

⚪ Contributor does not wish to provide an email address

⚪ DSF via agent

The contributor's email is only required for Diamond purposes.

➡ **DSF via Individual**: Select this option if the contributor has provided their email address and wishes the DSF to be sent directly to them

➡ **Contributor email address not supplied**: Select this option if you do not have an email address for the contributor or, if applicable, their agent

Email:	
Repeat Email:	

○ DSF via individual

⦿ Contributor email address not supplied

➡ **Contributor does not wish to provide an email address**: Select this option if the contributor has declined to provide an email address

➡ **DSF via agent**: Select this option if the DSF should be emailed via the contributor's agent; the Agent's Email field will be mandatory if this option is selected

⦿ DSF via agent

Confirm Agent   ⦿ Has Agent   ○ No Agent

Company Name:*	
Contact Number:*	
Email:*	
Repeat Email:*	

> The email options for the Contributor's DSF cannot be edited once the Contributor is added to the form. It is important that care is taken when setting the Contributor up; if an amendment is required, the Contributor will need to be deleted from the form and then added again.

➡ **Edited out**: Select this option to confirm the contributor has been edited out of the final programme. This is essential so the contracts can be reconciled to the programme   ☐ Edited out

➡ **Out of Vision**: Select this option if the Contributor is off-screen, or Out Of Vision (OOV)   ☐ Out of Vision
This is required so payments for further use can be made to choreographers, stunt arrangers or voice over artists, for example

> If you are completing the Contributor form to send out the DSF, you will need to edit each contributor to update the **Edited out** field after the programmes final edits have taken place.

➡ **In** and **Out Timecodes**: The timecodes will be useful for future productions which may wish to exploit the programme.

As you enter an HH time code, the cursor will automatically proceed to the next field for MM, etc. Once the in timecode has been added, the cursor automatically moves to the Out Timecode.

When both Timecodes have been entered, the **Duration** will automatically calculate. Click on **Add Timecode**:

Timecode (HH:MM:SS)   Duration
In: 10 : 13 : 44   Mins: 0   Secs: 34
Out: 10 : 14 : 18   Add Timecode

Multiple Timecodes can be added by repeating the process, and an **Aggregated Duration** will be calculated. At any time you can **Edit** or **Delete** the Timecodes.

➡ **Description**: Enter a description, if required. For example, if the contributor is a BBC member of staff providing some narration on your documentary. The description should not contain any personal, financial or rights information.

It is important to consider data protection when entering information into Silvermouse, especially when using free text fields. **No personal or financial information should be included**, and where you are entering a person's name or contact details you must inform them beforehand, unless they are already aware.

Confirm Agent

This section is to confirm or enter the Agent Details for the contributor.

If the contributor does not have an agent, for example, an interviewee:

➡ Select the **No Agent** option

➡ Click on **Confirm**

If DSF via Agent was selected in the Edit Contributor section, the No Agent option will not be available.

If the new contributor has an agent the remaining fields should be completed as fully as possible, so others can use all the relevant details if the programme is exploited. The details required are:

- Company Name*
- Contact Number*
- Email – this is only required for Diamond purposes
- Repeat Email – this is only required for Diamond purposes
- Address Line 1
- Address Line 2
- City
- Postcode
- Country

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Confirm Agent

Has Agent ● **No Agent** ○

Company Name:*	Amazing Celebrities Agency		
Contact Number:*	0161 876 5432	Address Line 1:	1 Oxford Street
Email:*	jo@amazeballscelebs.co.uk	Address Line 2:	
Repeat Email:*	jo@amazeballscelebs.co.uk	City:	Manchester
		Postcode:	M1 1AA
		Country:	United Kingdom

Replace Agent   Cancel

Confirm

Replace Agent will clear all the agent details so a new agent can be added, and this will overwrite the details in the Silvermouse database. Any new agent details will be recorded against the contributor, and the old agent details will form part of the agent history.

Cancel will close the pop up window without saving any changes.

Once all the details are correctly entered, you can add the Contributor:

➡ Click on **Confirm**

Any incomplete mandatory fields will turn orange. They will need to be completed before the contributor and agent details can be confirmed:

Edit Contributor

Role:* Interviewees/Contestant

Select Diversity Role:* Select

Important: Please enter just one name in the first name field and do not include spaces. Spaces may be included in the middle and last names. Hyphens should be used for double-barrelled names. Do not include titles, roles or the names of multiple or groups of people

First Name:* Den

Middle Name:

Last Name:* Wheeler

The contributor will appear in the form, displaying the actor's name, character and agent details:

| 2 | **John PINENTO**
Created | Actor
"Angus Mchill" | 06-Dec-2016 | **ABC DEF Talent**
Edit Agent
T: 01234 567890
E: sam@abcdef.co.uk | Add/Remove
Tags | *Add Rights* | ☐ |

Contributions are ordered in ascending alphabetical order by contributor role type and then individual full name. When a contribution has been manually added, it will initially be shown at the top of the list.

Working with Group Names, such as Coldplay or Royal Philharmonic Orchestra

Unfortunately, the Contributors form does not provide a Group Name option. Therefore, it is important everyone uses the same format when creating groups, to prevent duplication and to ensure the name can be searched.

Contributors Form

Authors & Contributors	Rights

Role	First Name	Middle Name	Last Name	Email Address	Individual ID	
Musicians: Group/Orchestra/Choir ⌄	royal		lharmonic orchestra			Search

➡ In **First Name**, type the first word

➡ In **Last Name**, type the remaining words

> If the name of the group is longer than the space permitted in **Last Name**, the **Middle Name** can also be used.

> When creating the group as a Contributor, use the Description field to provide further details, such as 21 piece orchestra.

Contributor Rights

Productions must always clear contributions for use in BBC programmes, and the correct clearance process should be followed.

Once the contributors have been added to the Contributors form in the Authors & Contributors tab, the contract type or other clearance method needs to be assigned in the Rights tab to ensure your reporting is accurate.

This is necessary for the Reconciliation of the programme at the end of the production process, and will provide robust information for future productions wishing to exploit elements of your programme in the future.

Contributor rights fall into two categories in Silvermouse:

- Contributor Contracts – a contract has been raised
- Other Clearances – a contract has not been raised

Definitions of Contributor Contracts

It is important to select the correct contract type when assigning rights. The contract types available in Silvermouse are:

Contributor Contract Type	Description
BBC/ Equity TV Agreement	Standard terms agreed between the BBC and Equity for contracting Equity artists.
PACT /Equity TV Agreement	Standard terms agreed between the Producer's Alliance for Cinema and Television and Equity for contracting Equity artists. PACT/Equity TV agreement is used for independent productions.
Foreign Union Agreement	Standard terms under a Foreign Union for contracting artists. Provide details of the Union in the Rights Restriction box such as: ■ SAG-AFTRA (Screen Actors Guild – American Federation of Television & Radio Artists) ■ DGA (Directors Guild of America) ■ WGA (Writers Guild of America)
PACT/FAA Agreement	Standard terms agreed between Producer's Alliance for Cinema and Television and the Film Artistes Association for contracting background artists.
BBC/WGGB Agreement	Standard terms agreed between the BBC and Writers Guild of Great Britain for contracting script writers/script material
PACT/WGGB Agreement	Standard terms agreed between the Producers Alliance for Cinema & Television and the Writers Guild of Great Britain for contracting script writers/script material. PACT/WGGB terms are used for independent productions.
BBC/MU TV Agreement	Standard terms agreed between the BBC and the Musician's Union for contracting musicians.
PACT/MU Agreement	Standard terms agreed between the Producers Alliance for Cinema & Television and the Musician's Union for contracting musicians. PACT/MU terms are used for independent productions.
All Rights Contract	Contracts and agreements (not falling within another Contract Type) for contributors where the BBC acquires unlimited right to use the contribution (all media, throughout the world and in perpetuity).
Bespoke or Restricted Rights Contract	Contracts and agreements (not falling within another Contract Type) for contributors where the BBC does NOT acquire all rights. Provide details in the Rights Restrictions field.
BBC Performing Groups	Performers in a BBC Orchestra or BBC Singers and who is either under a BBC fixed/continuing employment contract or a BBC freelance contract.
BBC/ISM Agreement	Standard terms agreed between the BBC and Incorporated Society of Musicians for contracting musicians.

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Definitions of Other Clearances

If a contract has not been raised for the contributor, you should select one of the options from 'Other Clearances'.

Contributor Clearance Type	Description
Release / Consent Form	Forms, letters, emails or other basic written evidence (often signed) to indicate a contributor or rights owner's permission to film or use their material.
Informed Consent	Verbal consent, filmed consent, willing participation or other non-written ways a contributor or rights owner consents to filming or use of their material.
Fair Dealing	Use of a limited/modest amount of a copyright work without the permission of contributors in the material for: ■ reporting news and current events ■ criticism and review ■ quotation ■ parody, pastiche and caricature
Await Claim	Use of material without the permission of the contributors in the material after reasonable efforts to trace the contributor and rights owner has failed.
Performance Period of Protection Expired	Use of material without the permission of contributors in the material where the contributor's Performance Period of Protection has expired.
Insubstantial Part	Using an insubstantial part of a work without the permission of contributors in the material.
Incidental Inclusion	Use of material without the permission of contributors in the material where the material is used incidentally.
Promotional Right	Express right in contracts with contributors and rights owners to use extracts from BBC programmes for BBC promotional use.
Clearance Not Necessary	Contributors in material not requiring clearance, for example: ■ BBC custom and practice not to obtain permission such as book/record/CD covers ■ The material in which they appear is out of copyright
Historical and Reminiscent Right	Express right in contracts with contributors or rights owner to use short extracts from BBC programmes ONLY in the context of historic and reminiscence about the BBC and 'of the BBC'.

Essential Information when Adding Contributor Rights

■ You must include all Contributors even if they were edited out of the final programme, so the contractual paperwork ties up with the programme

■ You must add the contract number(s) so the rights can be checked for future uses

■ The Extract checkbox must be selected if there is a contributor in an extract, whether the clip is BBC archive or external/acquired material. An extract payment may be due under the terms of the contributor's original contact, or as a result of the Sequence Licence Agreement (SLA)

■ Any restrictions must be recorded, for example, 'For use in this programme only'

All Rights

There are two 'all rights' options in Silvermouse for contributors:

■ **Contributors Contracts**: Select **All Rights Contract** for formal contracts

■ **Other Clearances**: Select **Release / consent form (NB All Rights in all media throughout the world in perpetuity)** for signed release forms or permission letters

> Use of any of the options in **Other Clearances**, other than **Release / consent form (NB All Rights in all media throughout the world in perpetuity)** may prevent that particular element of the programme being reused in the future. This decision should already have been taken earlier in the production after a conversation with A BBC Rights and Business Affairs Executive.

Adding Contributor Rights

Contributor Contracts

To add Contributor Contracts rights:

➡ Click on **Add Rights** tab for the relevant contributor you wish to apply rights to, and the checkbox will automatically be selected:

➡ From the **Rights** drop down list, select **Contributor Contracts** or **Other Clearances**, as appropriate. In this example, the actor is on an Equity contract, so Contributor Contracts is the option which should be selected:

➡ Click on **Use**

➡ From the **Contract Type** drop down list, select the correct option which was used to contract the contributor; in this example, **PACT/Equity TV Agreement**:

➡ In the **Contract Number(s)** box, enter the reference number for the specific contract

➡ In the **Rights Restrictions** box, add any Restrictions in this contributor's contract so they can be referred to for future reference

➡ Select the **Extract** checkbox if the contribution was part of an extract in the programme, whether the clip was BBC archive or external/acquired material

➡ Click on **Add**

The contributor's name will be displayed at the top of the form to identify who the rights are being added to.

Contributors with rights associated will display a **View Rights** link:

Other Clearances

In this next example, the interviewee signed an All Rights Release form. To assign Other Clearances:

➡ Click on **Add Rights** for the relevant contributor

➡ From the **Rights** drop down list, select **Other Clearances**

➡ Click on **Use**

➡ From the **Other Clearances** drop down list, select the correct option which was used to contract the contributor; in this example, **Release / consent form (NB. All rights in all media throughout the world in perpetuity)**

As this contributor signed the All Rights consent form, there will be no restrictions on the use of the material. However, if you do need to add any restrictions, for example for Informed Consent,

➡ Select the **Restrictions have been placed on the use of the Contribution** checkbox to confirm some restrictions have been imposed, and

➡ In the **Details of the restrictions** box, type a detailed explanation of the rights imposed, so it is clear for future productions

➡ Click on **Add**

Editing Contributions

To edit contributor or agent details:

➡ Click on the **Contributors Name** or **Agent** links. They won't appear as links until the cursor is placed over them:

➡️ In the pop up window, click on **Edit** next to the relevant section you wish to update, and make the necessary changes

View Contributor

Pria O'REILLY
Actor

Created (768622)

Created on 06-Dec-2016 [Last Edited on 06-Dec-2016]

Timecode In	Timecode Out	[Duration]
10:12:13	10:15:13	3m 0s
10:22:12	10:23:05	0m 53s
Aggregated Duration:		3m 53s

JKL MNO Talent Casting Agency
Agent

Submitted (215882)

City [Country]: Glasgow [GB]

Created on 06-Dec-2016 [Last Edited on 06-Dec-2016]

Tel: 0121 332 4567	**Address:**
Mob:	1 George Street
Fax:	Glasgow
Email: katie@jklmnotca.com	G1 1ZZ

Agent History

➡️ When completed, click on **Confirm**

To edit the Character Name for an actor, simply click on the character name. A pop up window will appear:

You can then make your edits, and click on **Confirm**.

To edit rights details:

➡️ Click on the **View Rights** link for the relevant contribution

JKL MNO Talent Casting Agency
Edit Agent
T: 0121 332 4567
E: katie@jklmnotca.com

Add/Remove Tags

View Rights
Last Edited by Sam Peacock 06-Dec-2016
Created by Sam Peacock 06-Dec-2016

➡ The current rights information will be displayed. Click on **Edit Rights**

Authors & Contributors	Rights

Contributor Contracts John Pinento

1. CONTRACT TYPE   Select the contract type: PACT/Equity TV Agreement

2. CONTRACT NUMBER(S)   Enter the appropriate contract number(s)   12345670

3. RIGHTS RESTRICTIONS

4. EXTRACT

Edit Rights

Add

➡ Make the necessary changes and click on **Add**

Submitting the Contributors Form

Once all your Contributors have been added to the Form, and each entry has had the correct rights assigned accurately, you should submit the form to the BBC.

To submit the form:

➡ Select the **All Contributors and their Contributions Entered** check box

Edit Header   Expand

or licensing and/or royalty and/or in these forms

Manage Tags | Self Service PDF | Add to work in progress | Submit to Broadcaster | Copy | Email to Other | PDF Version

Select ⌄   Process

All Contributors and their Contributions Entered ☐   Select All ☐

Celebrities   Add/Remove Tags   View Rights   ☐
                                      Last Edited by Sam Peacock 12-Nov-2016
5432   Created by Sam Peacock 12-Nov-2016
eballscelebs.co.uk

➡ Click on **Submit to Broadcaster**

➡ In the pop up confirmation window, click on **OK**

Message from webpage ✖

❓ Submit This Form?

OK   Cancel
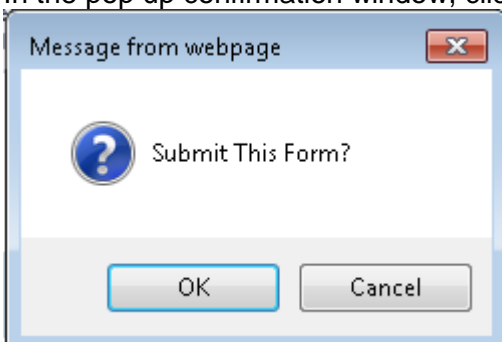
> Ensure pop-up windows are enabled in your browser; otherwise this message won't display.

The form will close and you will be taken back to your **Inbox**.

Approved forms are not displayed in the **Inbox**, but you'll be able to find it in the **Library**.

> The form cannot be submitted if the **Information Entered is Correct and Complete checkbox** has not been selected, or if mandatory fields are missing.

Locating a Submitted Contributors Form

Any submitted forms which have not yet been approved by the BBC will appear in the **Outbox**,

And in the **Library**:

> To reduce the number of forms displayed in the Library, click on the **Submitted** filter. Forms with other statuses will be hidden:

Rejected Forms

If there is a problem with the form and it has been rejected, the IDU will contact you and you will be able to find the rejected form in your **Inbox**. Their feedback will be entered in the **Notes** field, in the **Header:**

To re-submit the form:

➡ Make the required changes

➡ Click on **Submit to Broadcaster**

➡ In the pop up confirmation window, click on **OK**

Locating an Approved Contributors Form

➡ Search for your programme in the **Library**

➡ Click on **Contributors** to display the form

> It is not possible to edit a Submitted or Approved form. You will need to ask your BBC contact to reject a form so you can make changes to it.