**Copyright Section – Emu system**

Please find below the key fields that need to be available in the EMu system for documenting artwork copyright information from a legal perspective. These fields are essential for proper documentation, regardless of whether the work is under copyright protection or in the public domain. Ensuring that all fields are accurately completed will facilitate the lawful use, reproduction, or display of the works, while ensuring compliance with the provisions of Qatari Copyright law, as well as the clauses and obligations outlined in the contracts between QM and the rightsholders, thereby preventing any potential misuse or copyright infringement.

Recommended Documentation Procedure for Artworks Copyright Information:

1. All copyright data shall be inserted by the Acquisitions team.
2. Once done, the application is transferred to Legal Department Specialists/Copyright Researcher for review and approval

* Legal specialists shall receive a notification via email that a new application have been submitted for review and approval.
* The email shall include a direct link to the page.
* The page shall include direct access to the original contract as reference to all information inserted.

**Tabs to be inserted under the Copyright Section:**

1. **Agreement**

* Agreement Type: [Drop list – Select one only]

-Acquisition Agreement

-Donation Agreement

-IP Assignment Agreement

-Commission Agreement

-License Agreement

-Incoming Loan Agreement

* Agreement Brief: [Note box: ]
* Agreement reference: [Direct Link to the Agreement in PDF]
* Parties: () and ()

1. **Work:**

* Includes all Work details. (already available)

1. **Copyright owner: (**Original artist details/ identity)

* Artist Name or Anonymous
* Nationality
* Passport/ID Number
* Address:
* Resident at
* Country
* PO Box
* Contact Details:
* Telephone:
* Email:

1. **Right holder:** 
   * + Right holder :[Drop list]

* Artist (Copyright owner, same details above)
* Artist Heir > Identity and contact details
* Collector: An individual or entity (e.g., museum, gallery, etc.) to whom rights have been assigned or transferred. > Identity and contact details

1. **Copyright Status:**

* Copyright Status: [Checkbox option – select one only]
  + Under copyright protection
* Artist Alive
* Heir > Year Artist passed [] – Work in public Domain []
* Collector > artist Alive/Artist passed away
  + In public domain (Copyright Expired):
    - No contractual obligations
    - With contractual obligations [With Note box]

Further notes on Public Domain:

**\*Works Published in Qatar for the first time or belongs to Qatari Artists:**

**-In 2025**, works created by artists who died before **1975** are in the public domain. (50 years have passed already), 2025 - 1975 = **50 years**.

-Every work of an artist who passed away on or before 1975 considered in public domain (According to Qatari Law, GCC Laws, and other Arab countries).

-For works created by an **anonymous** or **pseudonymous** author, the copyright lasts for **50 years from the date of publication** (not the author's death, since the author's identity is unknown).

**\*Works loaned/licensed from UK, US and Europe:**

(works acquired by QM, obtained through donation contract, even if not expired by US, UK and Europe laws – We do not need permission for reproduction (it’s like an assignment of IP) Unless for commercial purposes.

**life + 70 years**, in the **EU**, **UK**, and **US**, works by artists who **died on or before 1955** are **in the public domain** as of **2025**. (applicable on Loans and License contracts)

Some artworks in public domain have **contractual obligations** (Note box: )

**Anonymous** or **pseudonymous** author

**UK**: 70 years from publication (or creation if unpublished).

**US**: 95 years from publication (or 120 years from creation, whichever is shorter).

**EU**: 70 years from publication (or creation if unpublished)

**(6)Type of license granted: [Checkbox option – select one only]**

* Exclusive (for QM use only)
* Non-Exclusive (could be granted to third parties)
* Sub-license to third/external parties: [Checkbox option – select one only]
* Sublicensable
* Non-Sublicensable

**(7)License term: (Period of license) [Checkbox option – select one only]**

* Limited [From () – to ()] > renewed [From () – to ()] \*Attach renew license
* In-perpetuity [acquisitions/donations]

**(8) License Territory: [Checkbox option – select one or more]**

* Doha – Qatar
* GCC
* MENA
* Europe
* UK
* US
* Worldwide
* Others [Note box:]

**(9) Reproduction license: [Checkbox option – select one or more]**

* Printed materials (including without limitation, posters, brochures, exhibition guide, advertisements, announcements… etc.)
* Digital Content materials (including without limitation QM and its affiliated websites, social media channels, mobile apps… etc.)
* Public display and communication to public ((including without limitation press and TV coverage, social media, websites… etc.)
* Visitors’ photography [With/without flash]
* Commercial merchandise
* Commercial publications
* Non-commercial exhibitions
* Non-commercial Educational purposes
* Commercial Educational purposes
* Archival purposes
* Press & TV coverage
* Others [Note box:]

**(10) License Fee/Royalties: [Checkbox option – select one only]**

* Not Applicable
* Royalty Fee Applicable > Amount [QR/$] / % rate

**(11) Credit line: [Drop list – select one only]**

1. Works Acquired by QM/Donated to QM:

*Artist, Work title, Production year – Qatar Museums Collection*

1. Works Loaned/Licensed to QM, still under copyright protection:

*Artist, Work title, Production year. Licensed by []*

OR

*Artist, Work title, Production year. Courtesy of []*

1. Works Acquired and photographed by QM staff:

*Artist, Work title, Production year. Photo credits: Qatar Museums*

1. Works loaned/licensed to QM and photographed by QM staff:

*Artist, Work title, Production year. Photo credits (under license): Qatar Museums*

1. Works Acquired/loaned/licensed to QM, and photographed by a freelancer photographer (under contract). \* Photographer credit provided only if specified in the contract.

*Artist, Work title, Production year. Photo credits: [Photographer Name] – Qatar Museums*

1. Merchandise:

*Work title, by [Artist Name]. Manufactured by IN-Q under official license.*

*© [Artist/Entity Name]*