CLIENT RESOURCE / COPYRIGHT

Protecting Creative Work: A Simple Checklist

Prepare for a discussion about your writing, artwork, photographs, software or other creative material. This checklist focuses on useful records, ownership questions and permissions.

01 / Identify the work and its creators

Describe the work and list the people who created or contributed to it. Keep a copy of the relevant version, together with its title, completion date and any publication details.

02 / Preserve evidence of creation

Retain drafts, source files, dated revisions and correspondence showing how the work developed. Keep secure backups and a clear record of what was published, when and where.

03 / Clarify ownership and agreements

Gather employment, commissioning, collaboration and assignment agreements. Ask your adviser who owns the relevant rights rather than assuming that payment for a work transfers every right.

04 / Check third-party material

List any images, music, text, software or other material created by someone else. Retain licences and permission records, and check their scope before reproducing or distributing that material.

05 / Discuss protection and permitted use

Copyright protection is generally automatic in Berne Convention countries; registration is not its universal starting point. Ask about the rules applicable to your work, any useful local registration or evidence options, and licensing terms.

06 / Record concerns before taking action

If you suspect unauthorised use, preserve URLs, dated screenshots and relevant communications. Ask for an assessment of ownership, permissions and possible exceptions before making accusations or sending demands.

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Scope: General introductory information, not an official filing manual or advice on a specific matter. Requirements, fees and deadlines must be checked for the relevant case before action.

Background reference: WIPO - Frequently Asked Questions: Copyright. Accessed 3 November 2026.