

GCG DATA CONTROL UNIT
Data Input Format for Submitting Worksheets Electronically

All files **must** be accompanied with a completed “Claim Form” certification page **or** a copy of the “On-line Claim Form Confirmation” document, received when a claim is filed via website.

We suggest the following guidelines to minimize any possibility of errors in translation. Please provide on CD, zip drive or floppy the data in either of these 2 formats with the following fields:

Tab delimited ASCII text file OR

Fixed length ASCII text file:

Field	Max Length	Data Type	Notes	Required / Optional
Subject Work Number	10	Text	Subject Work Number Assigned	R
Title of Subject Work	100	Text	Title or subject matter of the work	R
Original Publication Name	156	Text	Name of original print publication	R
Original Publication Date	10	Date	Date of original print publication. Format of date should be mm/dd/yyyy.	R
Register Flag	1	Text	If Subject Work is registered with US Copyright Office, 'Y', otherwise 'N'.	R
Register Number	10	Text	If work was registered, enter registration number.	O
Register Date	10	Date	If work was registered, enter date of registration. . Format of date should be mm/dd/yyyy.	O
Amount Paid	8	Money	Amount of original payment	R
Currency	25	Text	If currency was not in US Dollars, enter type of currency here.	R
Other Versions Flag	1	Text	If there are any other versions of the work for which the claimant received an additional payment, 'Y', otherwise 'N'.	R
Remove Subject Work Flag	1	Text	If the claimant checked that they want the subject work removed from electronic databases, 'Y', otherwise 'N'.	R
Work For Hire Flag	1	Text	Did you write this Subject Work on a freelance basis, without expressly granting electronic rights, and at the time you were neither an employee of the publisher nor writing on a work for hire basis. If agree 'Y' otherwise 'N'.	R

A covering document should be attached to every transmission that clearly states: the description of the file(s) and contact person who can answer questions about the data. Below is an example of an acceptable file submission using the Microsoft Excel program. We will be happy to return a confirmation receipt, when requested, after our QA department has verified the data.

Please mail the file to:
The Garden City Group, Inc.
Attn: Thomas Runco
105 Maxess Road
Melville, NY 11747

