Inventory rights one media segment at a time

Link the exact excerpt or derivative to a source version, a use and the person or organization that can authorize it. The three fictional items below belong to one short practice edit.

Example range or item	Evidence to log	Review action
EDIT-A · 00:00–00:12	Original spoken segment, file and version, speaker authorization and named practice use.	Use only the documented scope after review. Keep its source ID with the export.
EDIT-A · 00:12–00:16	Embedded recording. Master and composition authority have not been confirmed.	Hold this range pending separate review. Record the reason.
CAP-A · caption file	Derivative made from EDIT-A. Source timebase and version appear in the record.	Check the match to the edit and whether the permission covers derived text.

Write an inventory entry

Source ID, version and range _____

Authority and permitted use _____

Excluded material and review status _____

Reviewer and next action _____

Before sharing a sample

Check rights in performances, visuals, recording, music and text separately. A public link or a copy of the file establishes access, which is separate from permission. Use a fictional entry or an original cleared excerpt for the first discussion.

Copyright Office on recordings and compositions · Fiund podcast assessment · Describe another archive