

STANDING RULES

I. DUTIES OF DISTRICT CHAIRMEN

- A. District Chairmen are appointed by the President of the AVA to serve a period of two years unless he/she moves from the district, resigns, or is replaced due to failure to perform duties. This person may be reappointed at the discretion of the President.
- B. Chairmen will be in charge of scheduling and planning the district events (OCS/OA, All-State Auditions, Honor Choir Screening, District Performance Assessment and Solo & Ensemble Performance Assessment).
- C. Chairmen will enforce all rules of the AVA pertaining to festivals, auditions, and other activities. Chairmen must be cognizant of the latest AVA rulings.
- D. Chairmen will inform district choral directors of all events and activities of the AVA in a timely manner.
- E. Chairmen will turn in written financial reports, monies, and participation reports of assessments and auditions within **TWO WEEKS** after the completion of such events. These reports will be filled out in triplicate: one copy to the President, one copy and fees to Treasurer, and one copy for district files. These forms are available in the AVA District Chairman's handbook.
- F. A District Chairman must be a certified teacher and a current member in good standing with the AVA.

II. PERFORMANCE ASSESSMENTS

A. GENERAL FORMATION FOR PERFORMANCE ASSESSMENTS

- 1. Grades 6 - 12 may participate in AVA Performance Assessments.
- 2. All participating groups shall plan to arrive at least one hour prior to scheduled warm-up time to insure being on time in the event the assessment is ahead of schedule. Any group reporting late for performance will be worked into the schedule if there is available time. If there is no available time, the group may sing at the end of the day's schedule. If a choir fails to appear on the date scheduled for the assessment, they will forfeit their opportunity to participate in that event and no refund will be given.
- 3. No unauthorized students are allowed in the area set aside for registration purposes. Directors should caution their students against any behavior that would adversely affect the performances of other choirs or in any way inhibit the general progress of the performance assessment. Failure to comply with this ruling will result in dismissal from the site, disqualification of the offending school from the assessment, and a letter of explanation to be sent to the school's principal.
- 4. The public is welcome at large group performances.
- 5. No one will be admitted while a group is performing.
- 6. No group may rehearse in the facility designated for performance assessment use prior to the assessment.
- 7. Adjudicators' sheets will be released only to the director of a group. Ratings may be posted publicly after the director has received the rating sheets.
- 8. Although purchase orders are accepted for assessment registration, no groups will be allowed to perform until all fees are paid. Directors are not permitted to take students to another

district for audition/performance should their payments not be made on time. **All schools with a scheduled time for an event must pay for that event.**

9. Directors are not allowed to perform with their students.
10. **Decisions of the adjudicators will be final.**
11. Guest choirs will not be allowed to participate in AVA Performance Assessments.
12. Student behavior will be governed by policies set forth by the Alabama Vocal Association governing board.

B. SIGHT-READING FOR CHORAL ASSESSMENTS

1. All choirs will sight-read at large group assessment, whether participating for comments or ratings. Sight-reading is not open to the public. Voicing for sight-reading material is based upon the performance literature and age range of the group. The chart below provides specific guidelines for sight-reading materials.

Grade Level of Students	Voicing Performed	Voicing to Sight-read
6 th	Unison	Unison
6 th	2-Part (SA)	Unison or 2-Part (SA)
Middle School / Jr. High	Unison	Unison
Middle School / Jr. High	SA	SA
Middle School / Jr. High	SSA	SA or SSA
Middle School / Jr. High	TB	TB
Middle School / Jr. High	TTB	TB or TTB
Middle School / Jr. High	3-Part Mixed	3-Part Mixed
Middle School / Jr. High	SATB	SATB
High School	SA	SA
High School	SSA	SSA
High School	TB	TB
High School	TBB	TBB
High School	TTBB	TBB or TTBB
High School	SAB	SAB
High School	SATB	SATB

Notes:

- Any director who has upper level (select) middle school students in an ensemble may choose to sight-read the high school edition of the voicing for which they qualify. High school groups must always read the high school sight-reading selection for which they qualify.
 - Directors who have more than one choir of the same grade level (MS or HS) and voicing will read an alternate sight-reading example with the second group.
 - Directors with students in more than one group of the same voicing will read an alternate sight-reading example with the second group.
 - See high school and middle school teaching guidelines in the Procedures and Forms section of the handbook under sight-reading.
2. Sight-reading procedures are as follows:
 - a. Choirs will be met at the door of the sight-reading room.
 - b. Students will file in and be seated. Music will be distributed face down.
 - c. Directors may peruse the music as it is being distributed to the students.

- d. When distribution of music is completed, the judge will begin timing the 5-min. study period. During the 5-min. study period:
 - The director may indicate any changes in key or time signatures.
 - The director may point out certain difficult passages and talk about them.
 - The director may speak words in rhythm WITH the choir.
 - The director may not sing any part of the audition number or have it played on the piano.
 - No singing by director or choir members may occur during the five-minute study period.
 - No pitch may be given on the piano during this period.
 - Directors are not allowed to perform with their students.
 - Directors may elect to have their choirs sing on a neutral syllable, solfeggio, numbers, or words.
 - Directors may transpose to accommodate the changing voice.
- e. At the end of the five-minute study period, tonality will be established by scale, chords, and/or arpeggio.
- f. Each section may be allowed to hum its starting tone, and the adjudication will begin.
- g. During the performance the director may tap, snap, or clap a steady pulse, but may NOT sing with, speak to, tap, snap, or clap exact rhythms for the choir. Any violation of the above conditions will result in a lowered rating.
- h. Choirs are allowed to sing the sight-reading example a second time. Directors may point out problem areas and re-establish pitch prior to the second reading.
- i. At the conclusion of the adjudication, the choir will remain seated until all music has been collected.

C. CHORAL PERFORMANCE ASSESSMENT

1. Large Group Performance Assessments are held each school year.
2. The State Performance Assessment is held annually and is open to those choirs who received a composite superior rating at the district level.
3. Information concerning date, time, and location of these assessments will be sent to each school in each district by the district chairman. Information for State Performance Assessments will be sent by the Treasurer.
4. Application forms for participating in the assessments are found in the AVA handbook and on the website, www.alavocal.org. These forms must be completed and returned to the person designated (district forms to the District Chairman and State forms to the State Treasurer) by the deadline stated on the application, or a late fee will be assessed. **NO APPLICATION WILL BE ACCEPTED LATER THAN ONE WEEK PRIOR TO THE ASSESSMENT EVEN IF ACCOMPANIED BY A LATE FEE. STUDENTS WILL NOT BE ALLOWED TO PERFORM UNTIL FEES ARE PAID. ALL SCHOOLS WITH A SCHEDULED TIME FOR AN EVENT MUST PAY FOR THAT EVENT.**
5. Students may participate in more than one group with like voicing. In this event the director should indicate this on the registration form so that different sight-reading may be provided. It is also the director's responsibility to notify the sight-reading adjudicator when choirs of like voicing have students in common.

6. At registration, directors must present three completed adjudication forms, one sight-reading form, and three original copies of each selection to be performed by each choir. Measures must be numbered in each copy. It is expected that selected literature will be appropriate for Performance Assessments.
7. Although there is no required music list, directors should choose music that is age-appropriate and of good quality. Directors must vary their choice of literature from year to year. Adjudicators may lower ratings based on choice of music. Pop, show music, vocal jazz and Broadway selections are unsuitable for adjudication. Choirs or ensembles may not perform for assessment any music from the CURRENT year's All-State list unless it is a different voicing or arrangement of that title.
8. **Ensembles and large groups from the same school with like voicing may not perform the same literature. Photocopied music is illegal and not allowed, unless written proof is provided from the supplier indicating that the music in question was ordered at least eight weeks prior to Performance Assessments.**
9. Directors may not edit music for Performance Assessments. If either selection is marked a cappella, it must be performed a cappella. It is preferable that the selection be performed in the original language; however, the director may choose a text translation if one or more translations appear in the music.
10. Music must be performed from memory. Only the director and accompanist(s) may use music. Recorded accompaniment is not permitted. The director may not perform with his/her choirs.

D. SOLO & ENSEMBLE PERFORMANCE ASSESSMENT

1. Solo & Ensemble Performance Assessments are held each school year in each of the districts. Solo & Ensemble Assessments are not open to the public.
2. Information concerning date, time, and location of the assessment is sent to each school by the district chairman.
3. Application forms for participation are found in the AVA Handbook and at the website www.alavocal.org. These forms must be completed and returned to the district chair by the deadline stated on the application, or a late fee will be assessed. **NO APPLICATION WILL BE ACCEPTED LATER THAN ONE WEEK PRIOR TO THE ASSESSMENT EVEN IF ACCOMPANIED BY A LATE FEE. STUDENTS WILL NOT BE ALLOWED TO PERFORM UNTIL ALL FEES ARE PAID.**
4. At registration, directors must present one completed adjudication form and one original copy of each selection to be performed for each soloist and ensemble (one for the adjudicator and one for the accompanist). Measures must be numbered. Original copies of each piece to be performed must be on hand for accompanists. **Photocopied music is illegal and not allowed, unless written proof is provided from the supplier indicating that the music in question was ordered at least eight weeks prior to performance assessments.**
5. Directors are cautioned to adhere to editor's markings when teaching solo and ensemble music. It is preferable that the selection be performed in the original language; however, the director may choose a text translation if one or more translations appear in the music. Although there is no required music list, directors should choose music that is age appropriate and of good quality. Directors must vary their choice of literature from year to year. Adjudicators may lower ratings based on choice of music. Pop, show music, vocal jazz and Broadway selections are unsuitable for adjudication.

6. Music must be performed from memory. Only the accompanist(s) may use music. Recorded accompaniment is not permitted. The director may be present during adjudication but may not perform with or conduct their students.
7. If a selection is marked a cappella, it must be performed a cappella. **Soloists and ensembles of like voicing from the same school may not perform the same literature.**

E. STANDARDS OF ADJUDICATION

Superior - I

This rating represents the very finest performance of a participating group. The rating is equivalent to a grade of 90-100.

Excellent - II

This rating represents a fine performance in many respects but has minor defects. The rating is equivalent to a grade of 80-89.

Good - III

This rating represents a good performance but one that is not outstanding. The performance shows accomplishment and marked promise but is lacking in one or more essential qualities. The rating is equivalent to a grade of 70-79.

Fair - IV

This rating represents a performance that shows many obvious weaknesses and much room for improvement. This might be compared to a grade of 60-69.

Notes:

- A rating will automatically be lowered one level when a director, soloist, or ensemble chooses to begin a piece again.
- **Decisions of the adjudicators will be final.**

III. ALL-STATE CHORAL FESTIVAL

1. All-State Choral participants are selected by means of individual audition at the district level. The Executive Committee will supervise the adjudication process.
2. The total number of students in the All-State choirs may vary. However, the goal of a balanced choir suitable for the facility will be a guideline for the AVA President and Executive Officers to consider. No choir shall exceed 300 members. The AVA Executive Officers will notify each director of those selected for participation in the All-State Choirs. A letter of regret will be sent to all participating schools should none of their students be selected.
3. District Chairmen
 - Notify directors of the list of music for the All-State Choirs.
 - Check adjudication forms for completion and school names.
 - Check student names against no-show list from previous year's All-State.
 - Allow no student to audition without a complete set of original music (including *Alabama*).

4. Directors

- Directors contact District Chairman for copies of music not received from the supplier if not received within three weeks of auditions.
- Directors allow photocopied music only if written proof is provided from the supplier indicating that the music in question was ordered at least eight weeks prior to auditions.
- Deadline for audition registration is 4 weeks prior to the *first* audition date. No application will be accepted 1 week prior to the event, even if accompanied by late fee.
- Directors must provide one completed All-State audition form for each student at the registration desk on the day of auditions. All signature lines must be signed.
- Directors must attend auditions with their students and provide adequate supervision for them, but will not be allowed in the audition area.
- Directors must attend the entire festival with their student(s) and provide adequate supervision for them.
- Directors must notify AVA President-Elect and Treasurer, immediately, of any students selected for All-State who will not be attending or whose information is incorrect.
- Absolutely no personnel substitutions are allowed by directors.
- No student observers are allowed in the all-state rehearsals without approval.

5. Students

- If selected, students are obligated to participate in the All-State festival.
- Those not fulfilling their responsibility of attendance (except in extreme cases, AND WITH PERMISSION FROM THE AVA PRESIDENT) will not be allowed to audition for the next year's All-State Choir.
- Students are expected to perform the music for the choir for which they are auditioning. The All-State Choirs will consist of students selected by audition from grades 7-12. Participation in the SATB All-State Choir and All-State Show Choir will be limited to students in grades 10-12. Participation in the SSA and TTBB All-State Choirs is open to students in grades 9-12. Participation in the Middle School Mixed Choir is open to male students in grades 7-8. Male students may audition for any voice part. Seventh grade girls must audition for the Middle School Treble choir. Eighth grade girls may choose to audition for either the Middle School Mixed choir or Middle School Treble choir.
- Students must have a complete set of original music in order to be allowed to audition.
- Students who are unable to audition for All-State at their assigned time and place because of (1) extreme illness, (2) a death in the family, or (3) a music scholarship audition, must request, through their director and District Chairman, further instruction concerning make-up auditions from the AVA President.

6. All-State Choir Members

- Students are required to attend all scheduled rehearsals in their entirety.
- **EACH STUDENT MUST BRING A COMPLETE SET OF MUSIC AND A PENCIL TO EACH REHEARSAL.**
- Nametags will be provided for each student and are required for admittance to rehearsals. Students must sit in assigned seats and must not rearrange seating tags.
- Roll is taken at each rehearsal and names of students who are absent are reported to the AVA Board for disciplinary action.
- Absence from any rehearsal or performance or removal due to disciplinary actions will result in disqualification from this and the following year's All-State Festival.
- If a student is late for two rehearsals at All-State, he/she will be removed from the choir.
- **Attendance at the concert is required of each All-State Choir participant.** Students must remain for the entire concert.

- Students must wear appropriate *formal* choral uniforms or choir robes. If the choir does not have *formal* concert attire, students should wear appropriate formal clothing, with skirts at least knee-length or longer, as this is a *formal* concert event. Show Choir uniforms (sequins, spaghetti straps, etc.), jeans, t-shirts, polo shirts, short skirts, and sports shoes are not considered appropriate for this formal event. Those choirs who wear school uniforms in performance should consider more formal apparel for this prestigious event.
- Each year's All-State Choir members must know their respective vocal parts to the state song, *Alabama*, and the national anthem, *The Star Spangled Banner*.
- The cost of All-State Choir registration will be set by the AVA board. The cost of medals and CD is included in the registration fee.

IV. HONOR CHOIR FESTIVAL

1. Honor Choir participants are selected by means of individual screening at the district level. The District Chairman will supervise the adjudication process.
2. The total number of students in the Honor Choir may vary. However, the goal of a balanced choir suitable for the facility will be a guideline for the appointed AVA Executive Board Member to consider. The appointed AVA Executive Officer will notify each director of those selected for participation in the Honor Choir.
3. District Chairmen
 - Notify directors of the list of music for the Honor Choir.
 - Check screening forms for completion and school names.
 - Allow no students to audition without a complete set of original music.
4. Directors
 - Directors contact District Chairman for copies of music not received from the supplier if not received within three weeks of auditions.
 - Directors allow photocopied music only if written proof is provided from the supplier indicating that the music in question was ordered at least eight weeks prior to auditions.
 - Deadline for audition registration is 4 weeks prior to the auditions. No application will be accepted 1 week prior to the event, even if accompanied by late fee.
 - Directors must provide one completed Honor Choir screening form for each student at the registration desk on the day of screening.
 - Directors must attend screenings with their students and provide adequate supervision for them.
 - Directors must attend the entire festival with their student(s) and provide adequate supervision for them.
 - Directors must notify AVA President-Elect and Treasurer, immediately, of any students selected for Honor Choir who will not be attending or whose information is incorrect.
 - Absolutely no personnel substitutions are allowed by directors.
 - No student observers are allowed in the Honor Choir rehearsals without approval.
5. Students
 - If selected, students are obligated to participate in the Honor Choir festival.
 - Those not fulfilling their responsibility of attendance (except in extreme cases, AND WITH PERMISSION FROM THE AVA PRESIDENT) will not be allowed to audition for the next year's Honor Choir.
 - Students are expected to know the Honor Choir music in its entirety. The Honor Choir will consist of students selected by the screening process from grades 10-12.

- Students must have a complete set of original music in order to be allowed to audition.
 - Students who are unable to audition for the Honor Choir at their assigned time and place because of (1) extreme illness, (2) a death in the family, or (3) a music scholarship audition, must request, through their director and District Chairman, further instruction concerning make-up auditions from the AVA President.
6. Honor Choir Members
- Students are required to attend all scheduled rehearsals in their entirety.
 - **EACH STUDENT MUST BRING A COMPLETE SET OF MUSIC AND A PENCIL TO EACH REHEARSAL.**
 - Nametags will be provided for each student and are required for admittance to rehearsals. Students must sit in assigned seats and must not rearrange seating tags.
 - Roll is taken at each rehearsal and names of students who are absent are reported to the AVA Board for disciplinary action.
 - Absence from any rehearsal or performance or removal due to disciplinary actions will result in disqualification from this and the following year's Honor Choir Festival.
 - If a student is late for two rehearsals at Honor Choir, he/she will be removed from the choir.
 - **Attendance at the concert is required of each Honor Choir participant.** Students must remain for the entire concert.
 - Students must wear appropriate *formal* choral uniforms or choir robes. If the choir does not have *formal* concert attire, students should wear appropriate formal clothing, with skirts at least knee-length or longer, as this is a *formal* concert event. Show Choir uniforms (sequins, spaghetti straps, etc.), jeans, t-shirts, polo shirts, short skirts, and sports shoes are not considered appropriate for this formal event. Those choirs who wear school uniforms in performance should consider more formal apparel for this prestigious event.
 - The cost of Honor Choir registration will be determined by the AVA board. The cost of pins is included in the registration fee.

V. ALL STATE SHOW CHOIR FESTIVAL

1. All-State Show Choir participants are selected by means of individual audition at the state level. The Executive Committee will conduct the adjudication process.
2. The total number of students in the All-State Show Choir may vary. However, the goal of a balanced choir suitable for the facility and will be a guideline for the AVA President and Executive Officers to consider. An AVA Executive Officer will notify each director of those selected for participation in the All-State Show Choir. A letter of regret will be sent to all participating schools should none of their students be selected.
3. District Chairmen
 - Notify directors of the list of music for the All-State Show Choir.
4. Directors
 - Directors contact District Chairman for copies of music not received from the supplier if not received within three weeks of auditions.
 - Directors allow photocopied music only if written proof is provided from the supplier indicating that the music in question was ordered at least four weeks prior to auditions.
 - Deadline for audition registration is 4 weeks prior to the audition. No application will be accepted 1 week prior to the event, even if accompanied by late fee.
 - Directors must provide one completed All-State Show Choir audition form for each student at the registration desk on the day of auditions. All signature lines must be signed.

- Directors must attend auditions with their students and provide adequate supervision for them, but will not be allowed in the audition area.
 - Directors must attend the entire festival with their student(s) and provide adequate supervision for them.
 - Directors must notify AVA President-Elect and Treasurer, immediately, of any students selected for All-State Show Choir who will not be attending or whose information is incorrect.
 - Absolutely no personnel substitutions are allowed by directors.
 - No student observers are allowed in the All-State Show Choir rehearsals without approval.
5. Students
- If selected, students are obligated to participate in the All-State Show Choir Festival.
 - Those not fulfilling their responsibility of attendance (except in extreme cases, AND WITH PERMISSION FROM THE AVA PRESIDENT) will not be allowed to audition for the next year's All-State Show Choir.
 - Students are expected to perform the music for the choir for which they are auditioning. The All-State Show Choir will consist of students selected by audition from grades 10-12.
 - Students must have a complete set of original music in order to be allowed to audition.
6. All-State Show Choir Members
- Students are required to attend all scheduled rehearsals in their entirety.
 - **EACH STUDENT MUST BRING A COMPLETE SET OF MUSIC AND A PENCIL TO EACH REHEARSAL.**
 - Nametags will be provided for each student and are required for admittance to rehearsals.
 - Roll is taken at each rehearsal and names of students who are absent are reported to the AVA Board for disciplinary action.
 - Absence from any rehearsal or performance or removal due to disciplinary actions will result in disqualification from this and the following year's All-State Show Choir Festival.
 - If a student is late for two rehearsals at All-State Show Choir, he/she will be removed from the choir.
 - **Attendance at the concert is required of each All-State Show Choir participant.** Students must remain for the entire concert.
 - Students must wear designated apparel for performance.
 - The cost of All-State Show Choir registration will be determined by the Board (see fee schedule). The cost of medals is included in the registration fee. Each school's director will receive a DVD of the performance.

VI. PROCEDURES FOR DISCIPLINARY ACTION

1. Director

Directors are responsible for informing students and parents of ALL AVA event policies.

Therefore:

- When it is evident that a director deliberately does not comply with the rules governing events as outlined in the AVA handbook, this should be brought to the attention of the director in question and to the President. The District Chairman should submit documentation, in the form of an incident report, within 14 days.

- The written complaint will be reviewed by the AVA Board, after which the director will be notified of a date to meet with the Board. Should a director choose not to appear, he/she forfeits the right to review the complaint.
- Should a satisfactory conclusion to the complaint not be reached, the director will be placed on one year's probation. Any group under that person's direction may be allowed to participate in District Performance Assessment but would only receive "Comments" (no rating) and thus would be ineligible for State Performance Assessment.
- The director and his school principal will be notified of the results of the above action in writing, signed by the President and the Chairman of that district.

2. Student

- Concerning students in All-State choir, rehearsal absences are unexcused, and removal from an All-State choir for disciplinary reasons disqualifies the student, rendering the student ineligible for audition or participation in the following year's All-State choir. Concert attendance is mandatory and the above statement applies.
- Students who fail to comply with the policies for AVA festivals, as stated in this handbook, may cause their school to be dismissed from the site and disqualified from the event.
- The director and his school principal will be notified of the results of the above action(s) in writing, signed by the AVA President.

V. GENERAL INFORMATION

1. In order to participate in any AVA activity, a director must be a current member of MENC and should attend the major events provided for the director's professional growth. If proof of membership is not available, a check for the current MENC fees must be presented on site.
2. **DIRECTORS MUST REMAIN WITH THEIR STUDENTS THROUGHOUT ALL AVA-SPONSORED ACTIVITIES TO CERTIFY THEIR ELIGIBILITY, INSURE PROPER BEHAVIOR, AND HELP THE SCHEDULE TO PROCEED SMOOTHLY.** Should an emergency arise where a director is unable to accompany students to an AVA event, the director may ask another director to take responsibility for their students providing they first contact the President and District Chairman. They must also obtain a letter of permission from both principals.
3. Any suggestions or concerns regarding the policies or activities of the AVA may be presented at any general business meeting. This procedure is to notify the President in writing a minimum of four weeks prior to the time of the scheduled meeting so that these topics may be placed on the agenda. After the items on the agenda are completed, topics of immediate concern may be presented from the floor to the general membership with the President's approval, as time permits. This procedure will ensure the most orderly and efficient use of time since many topics require some research before being presented. A comment form is included in the handbook.
4. **The use of duplicated copyrighted music is strictly prohibited. ANY GROUP OR SOLOIST IN VIOLATION OF THE COPYRIGHT LAW WILL BE DISQUALIFIED.** If a director wishes to perform music that is out of print, he/she must present, at the time of registration, a letter from the publisher granting permission to perform/duplicate the piece.
5. Any official function of the AVA Board of Directors shall be limited to board members, ex-officio members, and individuals invited by the Board (this would include all regular meetings and student adjudication).
6. Failure to include fees or purchase orders for the exact amount, with the required AVA form, by the stated deadline will subject a school to a \$50.00 late fee.

VI. THE UNITED STATES COPYRIGHT LAW

1. Provisions of the copyright law are frequently unintentionally violated as a result of the ignorance of the law. But neither ignorance nor lack of intent to infringe will render a violator immune from liability under the copyright laws, according to a United States Supreme Court decision.
2. Copyright infringements will subject the violator to severe liability.
3. "Fair use" of copyrighted material provides that a copyright is not infringed if copies of a protected work are made for such PURPOSES as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Any PURPOSES must be balanced with 4 limiting factors to determine if the use is, in fact, fair: 1) the purpose and character of the use of the work, 2) the nature of the copyrighted work, 3) the relative amount and substantiality of the portion used (or copied) in relation to the work as a whole, and 4) the effect of the use upon the potential market for the copyrighted work. "Fair use" applies only to copying a limited part of a work, and thus would not permit the reproduction of an entire work. Permission to copy an entire work must be obtained from the copyright OWNER.
4. Copying must not be a substitute for the purchase of the item.
5. The complete United State Copyright Law may be secured by writing to the Copyright Office, Washington 25, D.C. for Bulletin No. 14.