

# Procedure NSDO PR-10: Copyright

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## 1. Introduction

1.1 This procedure describes copyright provisions applicable to all documents, and users of documents (including standards) published or drafted by National Standards Development Organisation (NSDO).

1.2 NSDO recovers part of its operating costs from the sale of documents that it publishes and wants to retain the integrity of its publications, so it reserves copyright. However, fair use of NSDO documents is encouraged to ensure wide dissemination and to enhance recognition (See Section 3).

1.3 NSDO reserves copyright on all its documents, including drafts and published documents. In some cases, copyright is reserved jointly with another organisation. This is stated clearly on the document.

1.4 This procedure applies to all methods of production of NSDO documents - electronic, hardcopy or any other means.

## 2. Definitions

2.1 **Reproduce:** includes quoting; using; copying; storage in a retrieval system; or transmission in any form or by any means - electronic, facsimile, microfilm, photocopying, recording or otherwise.

2.2 **Standard:** document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits. [ISO/IEC]

2.3 **User:** includes, but is not limited to, a purchaser of a document.

## 3. What a user may do with a NSDO document

3.1 Study and apply the requirements of the document.

3.2 Reproduce up to 10% of the document for review, research, training or study, subject to acknowledging the source clearly.

3.3 Reproduce sampling tables and inspection requirements, subject to acknowledging the source clearly. For example, a company making a product that needs to comply with a NSDO standard may incorporate or attach a sampling table to its own procedures, with a clear acknowledgement of the source.

3.4 Trainers and presenters may use the headings and up to 10% of a NSDO document in their presentations or notes, subject to acknowledging the source clearly. If you need to quote more than 10% in a presentation or course, you must either purchase a copy of the document to give to each attendee; or obtain prior written permission from NSDO.

## Copyright

### 4. What a user may not do with a NSDO document

- 4.1 Make multiple copies of a NSDO document, or reproduce more than 10% of a document, without written permission from NSDO.
- 4.2 Use or quote any part of a NSDO document, without acknowledging the source.
- 4.3 Make copies of a NSDO document to hand out or present to participants at a training course or presentation, without written permission from NSDO.
- 4.4 Incorporate more than the headings and 10% of the text of a NSDO document in a presentation, without written permission from NSDO.

### 5. Exemption for those involved in standards development

5.1 The NSDO standardisation process encourages the dissemination of its draft documents and other working documents where needed to prepare standards, free of charge within the NSDO system, to ensure that all interested parties have the opportunity to contribute to the development of a standard. (See clause 6.4)

### 6. Copyright and related notices

6.1 A copyright notice appears once in all NSDO publications and drafts intended for publication (subject to variation for joint publication). An example of a copyright notice is at the end of this document

6.2 A copyright statement appears on the inside front cover and in the footer on each page of all NSDO publications, or drafts intended for publication (subject to variation for joint publication). An example of a copyright statement: Copyright National Standards Development Organisation Ltd 2015

6.3 A copyright notice appears once in all NSDO publications or drafts intended for publication.

6.4 A warning notice appears once in all NSDO draft standards indicating that it is -

- a draft standard distributed for review and comment,
- subject to change without notice, and
- not yet, and is not to be referred to as, a NSDO Standard.

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