



## **GUIDELINES TO COMPLY WITH COPYRIGHT LEGISLATION**

SORSA is mindful of copyright legislation particularly when using material available on the Internet.

SORSA's policy is that it is best to always get permission (in writing / email) first before copying and pasting material taken from the Internet and/or to acknowledge the site where permission is not required.

What is copyright? It is a set of exclusive rights granted to the author or creator of an original work ..... [en.wikipedia.org/wiki/Copyright](http://en.wikipedia.org/wiki/Copyright) (accessed 19 September 2013).

In South Africa the Copyright Act 98 of 1978 defines nine classes of work that are eligible for copyright. Examples of the nine classes are: literary (e.g. poems, textbooks, articles, reports, speeches); musical; artistic (e.g. paintings, photographs); computer programs.

The internet is an important source of information for all to access. However, since the information is freely accessed this may create the impression that one can freely download and copy material on the web. Such an impression is false because graphic and text material are covered by international laws. In other words work published on the Internet is not automatically copyright-free. Usually all information found on the internet is subject to some kind of copyright tag line.

So to be on the safe side of the copyright legislation permission to re-use the information should be requested for all material used in any SORSA publication including electronic communications. Note that some sites state that the information may be re-used but that a reference has to be attached acknowledging where the information came from. If electronic, it must have a link to the original site.

19 September 2013