The following guide explains how the transactional licence with DALRO works and how copyright clearance can be obtained for The IIECAT and brands.

DALRO

The Dramatic, Artistic and Literary Rights Organisation (DALRO) is the organisation managing copyright for publishers in South Africa and internationally as agreed via WIPO.

Transactional licensing

All the brands of The IIE use transactional licensing where permission is sought from DALRO before any copies are made. The royalties are calculated by multiplying the number of pages to be reproduced by the number of students who will receive a copy. The copies are then multiplied by the reproduction rate and VAT is added.

1. How much can be copied for personal use?

If a document is intended for personal academic use only (that means the copy will be shared with nobody else and multiple copies will not be class handouts), a reasonable portion of a single chapter from a book, a whole journal article, or a single poem from an anthology may be copied. Beyond this limit, copyright clearance must be applied for.
2. Reproductions that are not for personal, but educational use needing DALRO clearance.

Copyrighted documents intended for educational use intended to:

- Provide supplementary reading material not available in the library collection or in prescribed books
- Provide copies of key articles and extracts necessary for writing essays and exams
- Fill the gap in subjects where no adequate textbook is available

3. How are copies that need DALRO permission normally disseminated?

3.1 Paper copies:
- Course/reading packs
- Short loan in the library – Photocopies placed on short loan
- Single class handouts

3.2 Electronic copies:
- Transient electronic copies – a temporary copy scanned and placed on the institution’s intranet or LMS to allow students to print paper copies
- Intranet - copies placed on the institution's secure password protected intranet for a fixed period. This would include copies placed or linked to the LMS
- CD-ROM – dissemination of course packs and handouts to distance education students
- Multiple E-mails

3. Procedure when applying for copyright clearance:

*The trading divisions may reallocate the tasks to suit operational requirements.*
Copyright forms are kept by the campus librarian. (An electronic copy is attached.)

The forms are completed by the lecturers on site and normally submitted along with the article to be copied to the campus HOD/ campus librarian.

The campus librarian checks the details on the application form and hands the form back to the lecturer to avoid delays that may be caused by submission of incomplete forms.

The completed forms are scanned and emailed to the NHOD who forwards the application to DALRO (Dalro@Dalro.co.za) for a quotation.

DALRO issues a quotation setting out fees per item.

As soon as the quotation is accepted, a tax invoice is issued.

The tax invoice is sent for payment.

The campus pays and sends proof of payment to NHOD.

Proof of payment is sent to DALRO. DALRO mails invoice/ receipt to NHOD or designated person for record keeping.

Permission MUST precede copying as there is no indemnity for unlicensed copies.

Note that this process can take 48 hours – and thus plans to copy a document need to be implemented in advance of the time at which it is needed.

4. Important details on the clearance application form

- Institutional information – who will use the copies (site details, please)
- Bibliographic information;
  - the title as it appears on the book;
  - journal title and article title;
  - the author or editor;
  - the publisher, and
  - ISBN number.
- Reproduction information:
  - the nature (paper or electronic) of the copies made;
  - the number of pages to be reproduced,
in the case of Short Loan or Reserve material (to be kept in the library), the number of copies placed, and
the number of registered students on the particular module

5. DALRO’s contact information

➢ For any further information refer to the DALRO website at: http://www.dalro.co.za
➢ or send queries to dalro@dalro.co.za
➢ Their telephone number is: (011)712 8000 and the fax number is (011)403-9094
➢ Or contact the Head librarian: Brenda van Wyk (011)676 1150 or via email at bvanwyk@iie.ac.za