



ASA Standards Policy on Granting Permission to Reprint Material from a Standard

The Acoustical Society of America's mission is to generate, disseminate, and promote the knowledge and practical applications of acoustics. To further this mission, the Society maintains its Standards Secretariats as a public service.

From time to time, the ASA Standards office receives requests from authors or publishers who wish to use text, figures or tables from ASA copyrighted Standards in other works. The purpose of this policy is to assist those requesting to re-publish this material and to assist ASA staff to handle such requests.

Requests

Requests for permission should be submitted using the form on the ASA Standards website (*The form appears on the last page*). The completed form shall be sent to the ASA Standards Manager at asastds@acousticalsociety.org or by postal mail to

Standards Manager
Acoustical Society of America
1305 Walt Whitman Road
Suite 300
Melville NY 11747-4300

The completed request form shall include the following information:

- The title, identification number and date of the standard for which permission to reprint is requested. If only a portion of the standard is to be reprinted, the portion should be identified.
- The publication in which the material is to be published, with its title, author, publisher, edition, estimated publication date, and such additional information as may be requested by the ASA Standards Manager.
- Identify the format of publication: Will this material be made available in electronic format? Will it be made available on the Internet?
- Number of copies of publication to be printed.
- General nature of the audience to whom the publication will be distributed.
- Retail selling price, if any, of the publication.

The Standards Manager shall endeavor to respond promptly to all requests but applicants should submit their requests at least 60 days in advance of their deadlines to allow sufficient time to respond.



Limitations

A response from ASA Standards granting permission will include the following limitations:

- If granted, permission shall be on a non-exclusive and non-transferrable basis for a specific edition of a specific publication.
- If granted, permission is for that specific use on a worldwide basis, in both print and in electronic editions.
- Appropriate credit must be given to the Acoustical Society of America. For example:

"Reprinted from ANSI/ASA S12.60-2010/Part 1 *American National Standard Acoustical Performance Criteria, Design Requirements, and Guidelines for Schools – Part 1: Permanent Schools*, © 2010, with the permission of the Acoustical Society of America, 1305 Walt Whitman Road, Suite 300, Melville, NY 11747-4300."

- The permission granted does not apply to future editions of the publication since standards are revised or withdrawn and their content may change over time. Any future or revised editions of the publication must be accompanied by a new request that cites the current version of the standard at that time.
- Permission is generally not granted to use material from a standard that has been withdrawn or superseded, except in the case where the material is used to show historic context or development of a technology or of the standard. Such permission requests may be granted by the Standards Manager upon consultation with the Standards Director and/or ASACOS.
- Permission cannot be granted for material that was previously published elsewhere and which ASA obtained permission to re-use from the original rightsholder.

Fees

The ASA is generally willing to allow the re-use of a material from its standards for use in scholarly publications, text books, or the like, at no charge, up to a limit of three figures or tables or a limited amount of text per request.

Requests for use of material from a standard for commercial purposes or requests to re-use a large portion of a single standard or material from a large number of standards may be requested but may incur a fee, at the discretion of the Standards Director.



Requests to adopt a standard in its entirety or to translate and publish a standard

Requests shall be in writing to the ASA Standards Manager at asastds@acousticalsociety.org or by postal mail to:

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Do not use the form. Such requests will be considered by ASACOS at the discretion of the Standards Director. If approved the following limitations will apply:

- Permission for adoption of a standard in its entirety by another country will become effective upon approval of the standard the other country's national standards body. During the ballot period, the applicant may duplicate and distribute a reasonable number of copies of the source ASA standard for use by their consensus body. Upon approval, ASA Standards will provide the applicant with Word versions of the document(s), if desired.
- Permission is for non-exclusive use and distribution in both print and Adobe .pdf format. If other formats are desired (e.g., HTML) that should be specified in the request.
- The ASA retains all copyright rights to these adopted standards; therefore the second publisher of the adopted standard may not grant permission to anyone to re-print or excerpt the adopted standards, either in whole or in part. Any such requests shall be referred to ASA.
- The Acoustical Society of America's copyright statement shall be included in the adopted standard when published by the applicant. The title and/or designation of the adopted standard shall clearly indicate the original ASA source standard and this shall be clearly described in any Foreword to the standard.
- This permission applies only to the current edition of the ASA standard requested. When work begins on the next revision of the ASA standard, ASA will notify the other party and invite them to provide feedback as users of the adopted standard.
- When the source ASA standard is revised, this permission shall be renegotiated. If the applicant does not wish to adopt the revised ASA standard, it shall withdraw the superseded adopted standard.
- Annually, the publisher shall report the total number of copies of the adopted standards distributed in both print and electronic format.

Requests to translate for purposes other than national adoption will be addressed on a case-by-case basis.



Request for Permission to Reprint Material from an ASA Standard

Number, title, and date of the ASA standard for which permission to reprint is requested:

Clause, Table, or Figure(s) to be reprinted:

Title of Publication in which the requested material is to appear:

Author

Publisher

Edition

Estimated Publication date

Type of publication:

- Book Conference Paper Peer-reviewed Science Journal Magazine Article
 Other (please specify):

Publication format (check all that apply):

- Print PDF HTML Other (please specify)

Will it be made available on the Internet? Yes No

Estimated number of copies of publication:

Primary audience to whom the publication will be distributed:

- Industry Research/Academia Students Consumer General Interest

Retail sales price of the publication:

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