

Copyright & Permission Letter

South African Music Research Archive NPC (SAMuRA)

Official Copyright, Usage, and Archival Permission Declaration

Purpose of This Letter

This letter establishes the legal permission required for SAMuRA to archive, preserve, and make accessible the materials submitted by an artist, estate, or rights holder. It ensures clarity, protects copyright, and confirms the contributor's voluntary consent.

COPYRIGHT & PERMISSION DECLARATION

Contributor Name: _____ Stage Name /
Group Name (if applicable): _____ ID / Passport Number:

Email Address: _____ Phone Number:
_____ Representative / Manager (if
applicable): _____

1. Grant of Permission

I, the undersigned, hereby grant the **South African Music Research Archive NPC (SAMuRA)** permission to:

- Collect, preserve, and archive the materials I submit.
- Store these materials in physical and digital formats.
- Use the materials for research, educational, cultural, and archival purposes.
- Display the materials on SAMuRA's official platforms, including its website, exhibitions, and public educational resources.
- Include the materials in SAMuRA's national music and oral heritage archive.

This permission is **non-exclusive**, meaning I retain full ownership and may use or license my materials elsewhere.

2. Copyright Ownership

I confirm that:

- I am the **rightful copyright owner** of the materials submitted, **or**
- I am legally authorised to grant permission on behalf of the copyright owner.

I understand that **copyright remains with me** or the legal rights holder. SAMuRA does **not** claim ownership of my work.

3. Types of Materials Covered

This permission applies to any materials I submit, including but not limited to:

- Photographs
- Biographical information
- Discographies
- Audio recordings
- Video recordings

- Lyrics, notes, or written documents
- Oral storytelling, interviews, or spoken histories
- Cultural or historical materials

4. Use of Materials

SAMuRA may use the submitted materials for:

- Archival preservation
- Research and academic reference
- Public education
- Cultural exhibitions
- Multilingual access (translation, transcription, interpretation)
- Oral storytelling preservation

SAMuRA will **not** use the materials for commercial sale or profit.

5. Translation & Multilingual Access

I understand that SAMuRA may translate or transcribe my materials into English or other South African languages for accessibility and archival consistency. All translations will be handled with cultural sensitivity and accuracy.

6. Withdrawal of Permission

I may request the removal of my materials from public access at any time. However, SAMuRA may retain a **preservation copy** for historical and archival integrity.

7. Declaration

I declare that all information provided is true and correct. I understand the purpose of this archive and voluntarily grant permission as stated above.

8. Signature

Contributor / Rights Holder: Name: _____

Signature: _____ Date: _____

Witness: Name: _____ Signature: _____

_____ Date: _____
