

REPRINTING NA FELLOWSHIP-APPROVED LITERATURE

Policy and guidelines for the reprinting of the NA Fellowship's copyrighted literature by individual NA members, groups, service boards, and committees. Also describes how reprint requests from individuals who are not NA members and from non-NA organizations will be handled. Developed by the trustee of NA's Fellowship Intellectual Property Trust.

This bulletin was developed to further explain some statements made in the Fellowship Intellectual Property Trust and in NA Intellectual Property Bulletin #1, *Internal Use of NA Intellectual Property*.

Requirements for use by NA groups

Only NA groups have the authority under IP Bulletin #1 to reproduce fellowship-approved recovery literature in certain instances. When preparing to reproduce NA Fellowship-approved recovery literature, we suggest that NA groups discuss the Fourth Tradition and follow these six general guidelines:

1. An NA group shall only reproduce NA Fellowship-approved recovery literature when it has a clear need to do so.
2. NA Fellowship-approved recovery literature reproduced by an NA group should be distributed only within that group. Such materials should always be given away free of charge; they should never be sold to generate income.
3. The text of NA Fellowship-approved books and pamphlets reproduced by an NA group should not be altered or modified in any way.
4. The copyright for the item being reproduced should be shown prominently as follows: "Copyright (c) [year of first publication by NAWS], Narcotics Anonymous World Services, Inc. Reprinted by permission. All rights reserved."
5. As long as the conditions of IPB# 1 and this IPB# 4 are met, no advance permission is required. Groups need not, but are encouraged to, register themselves with the World Service Office.
6. In the event that there is any conflict relating to the enforcement or interpretation of this bulletin, the procedure outlined in IP Bulletin #5, *Conflict Resolution Within the NA Fellowship*, will govern.

Requirements for reprinting by NA service boards and committees

Registered NA area or regional service boards and committees that wish to quote or reprint portions of NA Fellowship-approved literature are granted permission to do so in IP Bulletin #1, *Internal Use of NA Intellectual Property*, so long as the following requirements are followed:

1. The proper notation or credit identifying the origin of the quote or reprinted portion must always be included.
2. The length of the reprint or quote should never exceed 25% of the original piece. In the case of NA books, reprints or quotes should never exceed 25% of a single chapter or section.
3. Articles from *The NA Way Magazine* may be reprinted in their entirety if the source is fully cited.
4. The copyright for the item being reproduced should be shown prominently as follows: "Copyright (c) [year], Narcotics Anonymous World Services, Inc. Reprinted by permission. All rights reserved."
5. The NA service board or committee should be currently registered with the World Service Office.
6. Each area and regional service board and committee is held and agrees to be responsible for their respective subcommittees' use of NA's intellectual properties.
7. In the event that there is any conflict relating to the enforcement or interpretation of this Bulletin, the procedure outlined in IP Bulletin #5, *Conflict Resolution Within the NA Fellowship*, will govern.

So long as these requirements are met, no specific advance permission is necessary.

Requirements for reprinting by individuals or non-NA organizations

Individuals or non-NA organizations must secure permission, in writing, from the World Service Office before they may quote or reprint portions of NA Fellowship-approved material. The following are the parameters within which such permission may be granted:

1. The proper notation or credit identifying the origin of the quote or reprinted portion must always be included.
2. The length of the reprint or quote should never exceed 25% of the original piece. In the case of NA books, reprints or quotes should never exceed 25% of a single chapter or section.
3. Articles from *The NA Way Magazine* may be reprinted in their entirety if the source is fully cited.

4. The copyright for the item being reproduced should be shown prominently as follows: "Copyright © [year of first publication by NAWS], Narcotics Anonymous World Services, Inc. Reprinted by permission. All rights reserved."
5. A request for permission to reprint, outlining the material to be reprinted and describing the intended use, should be directed to NAWS, PO Box 9999, Van Nuys CA 91409 USA prior to its publication. Any such request will be responded to as quickly as possible, and certainly in no more than thirty days after NAWS' receipt of the request. NA World Services has the sole and unaffected discretion to deny permission if it feels that the use would be, in any way, inappropriate or not desirable.

The requesting party should send NAWS a copy of the finished article or paper that includes the quote or reprinted portion of the NA Fellowship-approved literature.

This document is published by NA World Services in accordance with its duties as described in Article V, Section 1:1 of the Fellowship Intellectual Property Trust Instrument and Article IV, Sections 4-7 of the Trust Operational Rules, approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference on 27 April 1993, and revised by the regional service representatives at the World Service Conference on 30 April 1997 and 27 April 1998. This bulletin is subject to revision at any time and supersedes any previous versions. For more information, contact NA World Services, PO Box 9999, Van Nuys CA 91409 USA, Tel: (818) 773-9999, Website: www.na.org.