



ISA POLICY FOR THE APPROVAL OF LOCAL LANGUAGE EDITION REQUESTS

Approved by the ISA Board of Directors October 16, 2018

The ISA is the copyright owner of all Dr. Suzuki's copyrights and thus controls the rights to the materials and all their contents. Copyrighted materials may not be duplicated or altered without permission. A translation is considered a derivative work and thus requires permission.

If the ISA is not the outright owner of the original work, then a publication request may be needed. Alfred Music is the print distributor of the Suzuki materials worldwide outside Japan, and thus creates the books and recording of the Suzuki Method.

The process to create a new translation of a Suzuki book will vary worldwide. All parties will cooperate to facilitate individual situations.

This ISA translation process is a guideline and applies only to publications outside Japan.

1. National Suzuki Association

Before beginning a new translation, the local/country association writes to the Regional Association (ARSA, ESA, PPSA, SAA or TERI) requesting the translation. No translation process should commence until the Regional Association, the ISA and Alfred have granted approval. If an outside party desires to create a translation, they must first approach the local/country association.

2. Regional Association

The Regional Association approves or disapproves the request from the local/country association. If approval is granted, the Regional Association consults with the CEO of the ISA.

3. International Suzuki Association

The ISA contacts Alfred concerning this request and instructs them to proceed with appropriate legal channels and paperwork to publish the approved local language edition. All paperwork related to legal licensing and fees are handled by the publisher.

4. Alfred Music Publishing

a) Alfred has contracts with local publishing partners in many countries. If no previous contract exists, Alfred will request references for local publishers from the local/country association.

b) Alfred handles all contracts related to legal licensing of the translation. Alfred will contact the ISA, the Regional Association, and the local/country association when all contracts are ready and translations may begin.

c) Alfred will introduce the local/country association and the local publisher. They will work together on the translation. Most often the local/ country association creates the translation; however, each situation worldwide is slightly different. The translation must be submitted in electronic media.

5. Final Approval

The local/country association and the Regional Association must approve the final translation before it is published.