

2011-2012 IP Survey Report

**Field Survey on
Intellectual Property Issues
in the Process of
ICH Information Building and Sharing**

**International Information and Networking Centre for
Intangible Cultural Heritage in the Asia-Pacific Region
under the auspices of UNESCO**

In collaboration with the National Research Institute of Cultural Heritage, Korea

Preface

ICHCAP, a UNESCO Category 2 Centre, has carried out activities for safeguarding intangible cultural heritage (ICH) in the Asia-Pacific region with a centralised function in ICH information and networking. In this role, the Centre has worked towards protecting intellectual property rights related to ICH information. The Centre held expert meetings on ICH safeguarding and intellectual property rights in 2009 and 2010, and in 2011, the Centre proposed a project for protecting ICH intellectual property (IP) rights in the process of ICH information building and sharing.

In 2011 and 2012, as part of the new project, field surveys were conducted with the cooperation of ICH information-related institutes in the Asia-Pacific region to examine IP issues that could arise in the process of ICH information building and sharing. The survey was conducted in eleven countries—Cook Islands, Fiji, India, Kazakhstan, Korea, Kyrgyzstan, Mongolia, Pakistan, Philippines, Sri Lanka, and Viet Nam. The purpose of the surveys was to highlight the IP-related problems that ICH-related organisations may encounter while conducting ICH information-related activities, such as identification, documentation, digitisation, etc., and promoting the groundwork for a guide to protect IP-related aspects of ICH in the process of information building and sharing.

For the field surveys, a questionnaire developed by ICHCAP was provided to key organisations, and surveys were carried out by each organisation according to the questionnaire. A research team based in each organisation lead the surveys. Upon completing the surveys, the organisations involved compiled a report. ICHCAP collected the submitted reports and is now making them available in this publication, *Field Survey on IP Issues in the Process of ICH Information Building and Sharing*.

The survey reports from each country are being provided as a resource to exchange experiences related to the IP aspects of ICH information. Also, it is expected that publishing reports can foster an environment to understand and resolve problems related to IP aspects of ICH information in the Asia-Pacific region.



Contents

IP Issues in the Process of ICH Information Building and Sharing

Preface	
Korea Survey Report	
I . Institute Overview	006
II. Information Building and Sharing	010
III. IP Issues in the Institute	014
IV. IP Issues in Information Building and Sharing	016
V . Legislation Concerning ICH	023
VI. Future Plans	025
Summary	028
List of co-researchers	033

Annex 1 Questionnaire	037
-------------------------	-----

Annex 2 Related Regulations	055
-------------------------------	-----

IP Survey Report

I . Institute Overview

National Research Institute of Cultural Heritage (NRICH) is located at 132 Munji-ro, Yuseong-gu, Daejeon 305-380 Republic of Korea. NRICH is the only comprehensive research institute of cultural heritage in Korea. As a government organisation, it is affiliated with the Cultural Heritage Administration of Korea (CHA). The following is a timeline highlights some of the milestones of the Institute since its inception in 1969

November 5, 1969

The Cultural Heritage Research Office is set up in the Cultural Heritage Bureau of the Ministry of Culture and Information.

March 9, 1973

The Cultural Heritage Research Office is reorganised into the Office of Cultural Heritage Researchers.

April 17, 1975

The Office of Cultural Heritage Researchers is promoted to the Cultural Heritage Research Institute affiliated with the Cultural Heritage Bureau.

September 1, 1988

The Archaeological Research Division is created.

January 3, 1990

The Gyeongju Cultural Heritage Research Institute, the Buyeo Cultural Heritage Research Institute, the Changwon Cultural Heritage Research Institute and the Mokpo Marine Antiques Preservation Center are established.

May 4, 1994

The General Affairs Division is created and the Mokpo Marine Antiques Preservation Center is renamed the National Marine Antiques Museum and placed under the jurisdiction of the Cultural Heritage Bureau.

November 22, 1995

The Institute is renamed the National Research Institute of Cultural Heritage.

July 25, 2003

The Architectural Research Division is created.

January 17, 2004

The Institute moves to a new building in Daedeok Science Town.

August 16, 2005

The Naju National Research Institute of Cultural Heritage is established, and the Institute opens the Restoration Technology Division and renames its General Affairs Division the Policy and Planning Division.

April 6, 2006

The Natural Heritage Research Division is created.

January 1, 2007

The Institute is designated a responsible operational institution.

March 15, 2007

The Research Planning Division is created.

November 30, 2007

The Jungwon National Research Institute of Cultural Heritage is established, the Changwon National Research Institute of Cultural Heritage is renamed the Gaya National Research Institute of Cultural Heritage, and the Architectural Research Division is renamed the Traditional Architecture Research Division.

August 12, 2008

The Institute changes the names of three divisions—the Arts and Crafts Research Division changes to the Research Division of Artistic Heritage; the Traditional Architecture Research Division changes to the Research Division of Architectural Heritage; and the Folklore Research Division changes to the Research Division of Intangible Cultural Heritage.

April 29, 2009

Cultural Heritage Conservation Science Center is created.

February 2012

There are two divisions, seven research divisions, five research institutes in provinces, and one Center.

Under its major goal to promote the value of cultural heritage through creating and using cultural heritage knowledge, NRIC has developed into a leading cultural heritage research institute. The Institute could be seen as one institute with its five functions: cultural heritage research and information institute, cultural heritage complex research institute, cultural heritage conservation research institute, cultural heritage policy leading research institute, and cultural heritage research exchange and international cooperation institute.

NRICH researches all kinds of national cultural heritage, including intangible cultural heritage, archaeology, artistic and architectural heritage, natural heritage, and conservation science. In the field of intangible cultural heritage, it is involved with various types of elements, such as music, dance, play, ritual, craftsmanship, and food.

The budget for NRIC is funded by the state and from the cultural heritage fund.

The parent organisation of NRIC, CHA, is in charge of tasks related to preserving, managing, promoting cultural heritage as a central administration agency under the Ministry of Culture, Sports and Tourism. As the organisational goal is on the contribution to the advancement of national culture through conservation by creating value from cultural heritage, CHA has three major functions as follows:

1. Establish a base for conserving and managing cultural heritage by enhancing the quality of heritage policy and research and by training specialists in the field of cultural heritage
2. Enhance the quality of conservation and management of cultural heritage to increase the social, historical, and economic values of cultural heritage
3. Expand the value of our cultural heritage domestically and internationally by increasing opportunities for the appreciation of cultural heritage

Accordingly, CHA's main tasks could be divided into six parts.

Designation and Registration of Cultural Heritage

CHA manages important cultural properties that were designated as State or City/Province cultural heritage. State-designated cultural heritage, such as National Treasures, is directly managed by CHA, and in the case of City/Province-designated cultural heritage, CHA supports local governments for managing cultural heritage. CHA also registers particular

cultural properties that require special attention for conservation as Registered Cultural Heritage.

Approval for Alteration and Excavation

To alter State-designated cultural heritage and protected areas or to excavate underground or underwater cultural properties, the approval of a CHA administrator is necessary. CHA also supervises the export of cultural properties abroad.

Conservation of Cultural Heritage and Financial Support

CHA provides financial support conserving and managing cultural heritage. Government subsidies are also granted for the management and restoration of State-designated cultural heritage and for the protection and promotion of important intangible cultural heritage.

Management of Royal Palaces, Tombs, and Historic Sites of the Joseon Dynasty

CHA directly manages Joseon royal palaces and tombs located in Seoul and surrounding areas. These sites include Gyeongbokgung Palace and Changdeokgung Palace. CHA is also in charge of managing important historic sites, such as the Historic Site of King Sejong and Hyeonchungsa Shrine. In addition, the National Palace Museum of Korea and National Research Institute of Maritime Cultural Heritage are also under the control of CHA.

Globalisation of Cultural Heritage and Exchange with North Korea

CHA is in charge of submitting to UNESCO Korean candidates for the World Heritage, Intangible Cultural Heritage of Humanity, and Memory of the World of Korea for registration on the UNESCO lists. Through these efforts, CHA publicises the value and excellence of Korean cultural heritage internationally. It also strives to strengthen international cooperation in the field of cultural heritage through partnerships with other countries. By providing support for ancient tombs of Goguryeo located in the North, CHA has made an effort to promote a cultural heritage exchange with North Korea.

Research and Investigation of Cultural Heritage and Training Specialists

Through NRIC, CHA conducts a variety of research and investigation for scientific conservation and the management of cultural properties. The Korean National University of Cultural Heritage, a national university specialising in cultural heritage, was also established and is now run by CHA.

II. Information Building and Sharing

1. Categories of information building and sharing activities

NRICH has engaged in information building and sharing activities for the protection of intangible cultural heritage (ICH). The activities are categorised into five types: 1) documentation, 2) construction of a database and archives, 3) digitisation, 4) publication and dissemination of relevant documents, and 5) others (including the organisation of an ICH photo exhibition). Detailed descriptions of each activity follows;

Documentation

Since 1995, NRICH has made and preserved documents and recordings concerning 126 elements designated by the state as important ICH, as stipulated in Article 33 of the Cultural Heritage Protection Act. The records feature the entire process of bearers performing skills or exercising artistic talents, along with the description of their activities to conduct education for transmitting the skills or talents to future generations. Records are made through images, photos, and texts. They have evolved or developed with the change in the related technology, which is represented in the final products. Through this process, records are produced in the form of images, photos and books. Since 2000, NRICH has extended the scope of matters to be recorded into non-designated ICH elements, such as shamanistic rites as well as rituals at both private and public Confucian local academies.

Construction of a database and archives as well as digitisation

Final products of documentation are classified into images, photos, and texts. Details of the production are described in the Guideline on the Standard Data Production of the Cultural Heritage Documentation Project.

Images: original mater tapes, copies for preservation and public dissemination, digital files for preservation and public dissemination (DVD, avi, mpeg, wmv, etc.)

Photos: digital files for still photos (tif, jpeg)

Text materials: digital files of texts and others (hwp)

The Research Division of ICH of NRICH is responsible for giving the detailed information on final products, such as size, metadata, and intellectual property rights according to the NRICH Archive Rules, and then it transfers the information management-related work to the NRICH Archives.

Publication and dissemination of materials

To enhance the general public's awareness of ICH, NRICH has developed and disseminated various publications on ICH. Released under the CHA Publication Guideline, every publication features NRICH's documentation projects and results of several surveys and research activities. Documentary books give especially detailed information on the history and cultural value of ICH, and they describe the entire process of bearers performing the technical and artistic skills. They have been used not only for future generations as teaching materials but also for the general public as basic information on ICH. Most publications are not for sale. Sometimes, rights to produce and sell the publications are temporarily transferred to outside professional, commercial publishers. NRICH has disseminated the publications free of charge through relevant institutions as well as national and public libraries all over the country. NRICH has also provided an online service at <http://portal.nricp.go.kr> in which one can download the original texts.

Others: ICH documentary photo exhibitions

NRICH organised the ICH photo exhibitions in 2009 and 2010. The exhibitions were held in Seoul, Daejeon, and Ulsan. Photographers who had been engaged in the ICH recording projects undertaken by the NRICH were invited; the exhibitions provided an opportunity for the general public to be better informed about ICH.

2. Guidelines on information building and sharing in NRICH

Documentation

NRICH published the ICH Documentation Guidebook in 2010 to ensure the systemic implementation of ICH documentation, based on experiences accumulated through several documentation projects over the past few years. The guidebook details the purpose and policy directions and gives information on prior checklists, issues regarding field recording, matters to be documented, field recording, and editing. For more details, refer to the following records:

- A. original copies of books
- B. NRICH Intellectual Property Rights Guideline

Construction of a database and archives

The application of guidelines on constructing databases and archives is not restricted just to ICH, but also to activities for building and sharing information on all types of cultural heritage. The guidelines are made according to the Regulation on Cultural Property Documentation of CHA (legislated in 2007) and the NRICH Archive Rules (legislated in 2009). Final products of the activities are made, managed, constructed, and used according to those regulations. More details are found in the following materials:

- C. Rules on the Management and Utilisation of Cultural Heritage Documentation Project
- D. Guidelines for the Standard Data Production of the Cultural Heritage Documentation Project
- E. NRICH Archive Rules
- F. NRICH Guidelines for Production of Research Materials

Publication and dissemination of materials

Matters on publication and material dissemination are also defined in the CHA Publication Guideline (2008). Final products of information activities are edited, printed, disseminated, and registered according to the guideline. For more details, see the following materials:

- G. CHA Publication Guideline

NRICH has conducted projects constructing databases and archives, and information on ICH is mostly gathered through the fieldwork and documentation as well as donation.

Detailed descriptions on indexed materials in the archives can be provided by focusing on the final products from the important ICH documentation project undertaken by the NRICH, a typical project related to ICH.

Final products are mostly categorised into images, photos, and publications, with each product being managed by inventories that are made depending on the type. Details of the indexes are as follows:

Images: management number, title of elements, main actors (including bearers), production date, running time of recorded video, place of recording, and producer

Photography: management number, title of elements, bearer, period of documenting, the time and place of the photo shoot, and the size of the photograph

Publications: management number, title of books, authors, photographers, publication date, page numbers, and size

Guidelines on production, management, and intellectual property rights of the research materials are legislated according to the NRICH Archive Rule and the NRICH Intellectual Property Rights Guideline.

III. IP Issues in the Institute

As of 2012, NRICH does not have any departments in charge of ICH intellectual property rights nor does it have principles to address the issues of ICH intellectual property. However, with the greater importance being placed on ICH intellectual property, the NRICH conducted an academic research project on intellectual property rights in 2011. Detailed descriptions of the research project follow.

1) Title of project

Concepts of Intangible Cultural Heritage and Their Protection from the Perspective on the Intellectual Property Right

2) Responsible departments

Planning and Coordination Division and Research Division of Intangible Cultural Heritage

3) Background

As ICH has recently been used in various ways to make economic gains, issues regarding ICH ownership and interest sharing are being raised.

Various issues related to intellectual property rights manifest themselves in the course implementing documentation and inventory-making projects for safeguarding ICH

4) Overview

- To understand concepts of ICH, traditional knowledge, traditional cultural expressions, folklore, and intangible cultural property from the perspective of intellectual property rights
- To analyse the protection and limitation of patent rights, copyrights, and trademark rights of ICH

- To analyse international discussions on the ICH intellectual property rights focusing on international organisations such as UNESCO and WIPO
- To analyse regional discussions and relevant conventions
- To conduct a survey on and analysis of the legislative cases of each country
- To draw implications for discussions in Korea

5) Procedure

- To establish a research project →
- To launch a call for the research project and to select the research institute(s) →
- To monitor project performance →
- To organise a workshop on the research project →
- To submit the completed research project

6) Results of the research:

- Overview of the final report
- Significance of ICH and intellectual property rights
- Trends in international discussions
- Protection of ICH through intellectual property rights
- Protection of ICH through patent rights
- Protection of ICH through trademark rights
- Protection of ICH through geographical indication

IV. IP Issues in Information Building and Sharing

In regards to the legal issues that may arise in ICH information building and sharing, the National Research Institute of Cultural Heritage (NRICH) has two rules—one is the NRICH Archive Rule, and the other is the NRICH Intellectual Property Rights Guideline.

NRICH witnessed the emergence of intellectual property issues as it implemented the Important ICH Documentation Project. More concretely, after launching the project, which aimed to lay the foundation for transmitting important national ICH for generations to come, two issues related infringing on intellectual property rights manifested themselves in relation to using information. More details on each issue follow.

1. Copyright infringement concerning the Hwahyejang (craftsman skilled in the art of making traditional Korean shoes), an important national ICH

1) Issue overview

As a bearer of hwahyejang skills (a state-designated important ICH), Mr Hwang asked the NRICH to resolve an issue involving a Busan City report that had infringed upon his copyright. He stated that the report had plagiarised parts of a documentary book that depicts his overall processes of making traditional Korean shoes through the use of hwahyejang skills. Mr Hwang had entrusted his copyrights of the ICH documentary book with the NRICH. Hence, he asked the NRICH to take necessary measures to resolve the copyright infringement issue.

2) Parties concerned

- Hwang Haebong, a bearer of hwahyejang as a state-designated ICH
- Ahn Haepyo, a bearer of hwahyejang as a city-designated ICH

- Cho Seonhui, an author of hwahyejang, a documentary book on the important ICH

3) Resolution and result

NRICH asked for advice from legal experts to address the issue, and it was concluded that a survey report published by Busan City infringed upon the copyright of the ICH documentary book. However, legal advisors identified that it was not Mr. Hwang but authors of the documentary book whose copyright had been infringed upon. This is because the documentary book was a composite work, and the copyright was a combination of copyrights and their neighbouring rights. Therefore, it can be said that the copyrights of Mr. Hwang, the concerned party who raised the issue, were not infringed upon. Meanwhile, Busan City revised the survey report, and the report was passed through a deliberation of the Cultural Heritage Committee. As Busan City promised to prevent any recurrence of copyright infringement of the authors of the documentary book, the issue was able to be resolved.

At first, Mr. Hwang cast doubt on Busan City's additional designation of the hwahyejang as the city's important ICH, though the same artistic skill had previously been designated as a national important ICH. He found it that when making the report to confirm the hwahyejang's designation as Busan City ICH, the city had plagiarised a documentary book, an earlier publication that describes what his skill is about and how he performs it. Then, he petitioned to the NRICH while asking for the invalidation of the additional designation of the hwahyejang skill as a city ICH.

However, the Korean Cultural Heritage Protection Act allows the dual designation system; in other words, an intangible cultural heritage, though having been designated as a national intangible heritage, can also be recognised as a city and provincial heritage. It is because Korean intangible heritage safeguarding system puts more emphasis on the dissemination of traditional knowledge and skills over granting of exclusive intellectual property rights to their bearers. NRICH gave an explanation about the dual system to Mr. Hwang so that he could have a clearer understanding of both intellectual property and ICH designation.

Principles adopted for addressing the issue

NRICH published documentary books on ICH as a part of an ICH documentation project. Those books describe the entire process of technical and artistic skills exercised or performed by the bearers and the

books include photos. The NRICH asked bearers or practitioners to entrust the NRICH with intellectual property rights of the documentation results for public use and publication. Thus, governmental organisations in principle have actively engaged in resolving the abovementioned issue of copyright infringement through arbitration.

2. Patent dispute over jucheoljang (master specialising in iron casting skills), an important intangible heritage

1) Issue overview

As Mr Lee, a bearer of provincial ICH in traditional Korean bell-making techniques, acquired a patent for his skill, another craftsperson as a bearer of national ICH in the same field petitioned to invalidate the patent granted to Mr Lee's. After legal dispute, Mr. Lee's patent was identified as invalid.

2) Parties concerned

- Won Gwangsik, a bearer of jucheoljang (craftsperson specialising in traditional Korean bell-making techniques), a state-designated ICH
- Lee Wangyu, a bearer of juseongjang, a provincial-designated ICH (designated by Gyeonggi Province)

3) Resolution and results

Mr Lee, a bearer of juseongjang, a provincial-designated ICH, applied for and acquired a patent for his bell-making skills in August 2007. However, Mr Won, another bearer of traditional Korean bell-making techniques petitioned to the Korean Intellectual Property Office (KIPO) to invalidate Mr Lee's patent. KIPO decided to revoke patent in September 2011 after concluding that no remarkable difference can be found between the two skills.

Principles for managing the issue

KIPO had to decide whether the patent infringed upon a national ICH bearer. However, legal dispute arose over traditional knowledge of ICH during the invalidation trial. After this trial, it was commonly recognised that institutional improvements were required in regards to intellectual property protection of technological and artistic skills that were designated as important ICH.

In light of the history of building and sharing information over the past several years, legal issues related to intellectual property rights can be summarised as follows:

First, with enhanced awareness on intellectual property rights, issues of interest sharing might arise with regards to using information. Since national institutes' publications have so far been vested in the state, it is not difficult for the state to freely use them for the public purposes. However, if ICH contents are used commercially, it is likely that disputes could take place over sharing interests of property rights. Thus, institutional measures should be taken to address the disputes.

Second, when NRICH conducts general survey projects on ICH, except for some projects, such as recording what an ICH element is about and how to perform it, it brings together the survey results to release publications. They are usually based on interviews with ICH bearers and recordings of the bearer's explanation about the ICH. However, with regards to intellectual property and using the publications, prior informed consent and transference of copyrights had not been made before the project started. As a wide range of ICH surveys as well as donations of relevant records are expected to come, NRICH should prepare for legal disputes to resolve copyright infringement upon non-designated ICH.

Third, before the launch of an ICH documentation project, NRICH makes it a rule to have a letter of copyright entrustment from practitioners. However, it is not clear whether this entrustment could be interpreted as transference of intellectual property rights or permission of use. The Korean court rules it as permission, a legal judgment favourable to authors, unless the parties concerned do not clearly express their intent. As practitioners may not have much interest in the issue to express what they want, it is recommended that a transfer of copyright needs to be treated differently from an authorisation of intellectual property when writing a letter of intellectual property transfer. By doing so, it becomes clear who obtains the right of appeal to the copyright—the practitioner or NRICH.

Therefore, the NRICH should adopt new policy alternatives and directions, and these are presented as below.

First, taking into consideration that documentation results could act as a significant tool for safeguarding ICH, it is urgent for NRICH to seek ways to connect the documentation project with a traditional knowledge DB project conducted by KIPO

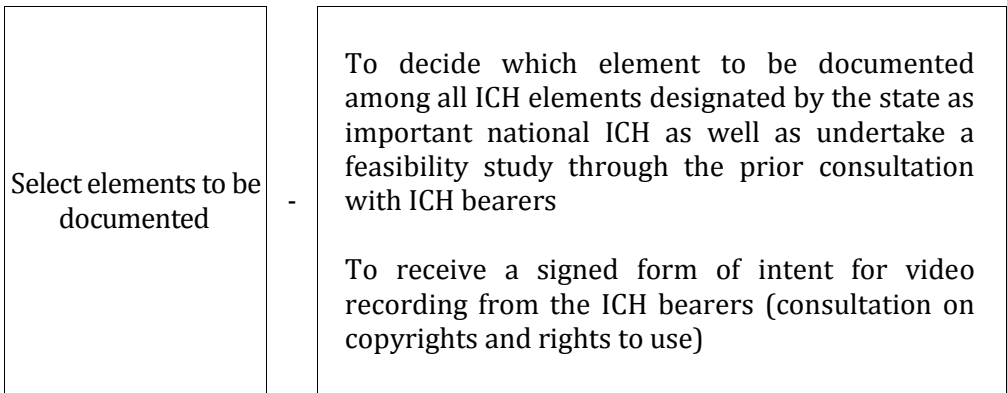
Second, it is imperative that provisions on intellectual property be included in new legislation (an act on protecting and promoting ICH).

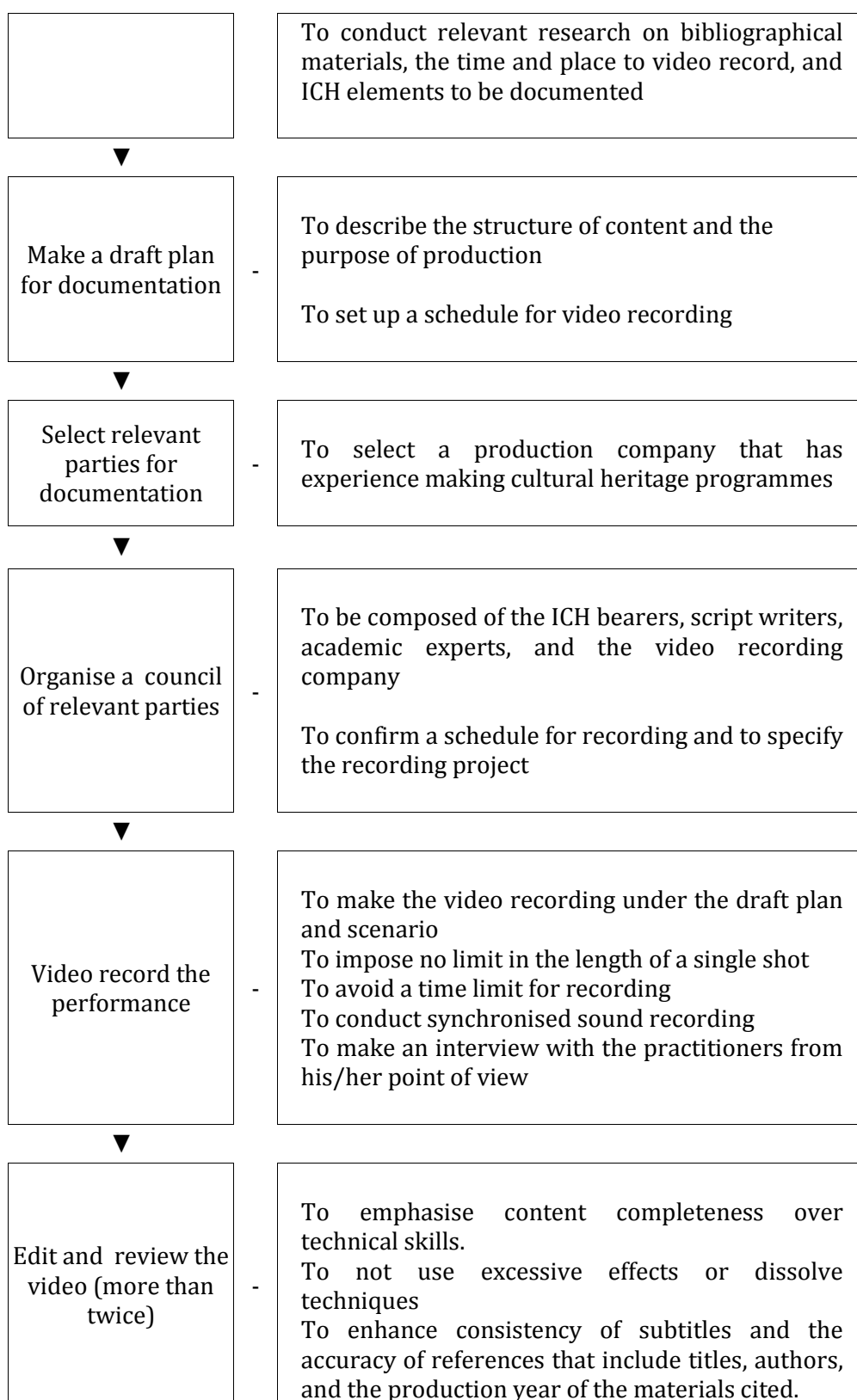
Third, it is no denying that the basic ICH surveys have usually been conducted regardless of whether practitioners entrust their intellectual property rights to the organisations. Thus, prior informed consent should be made by practitioners before the project launches for the use and publicity of the materials collected in the survey.

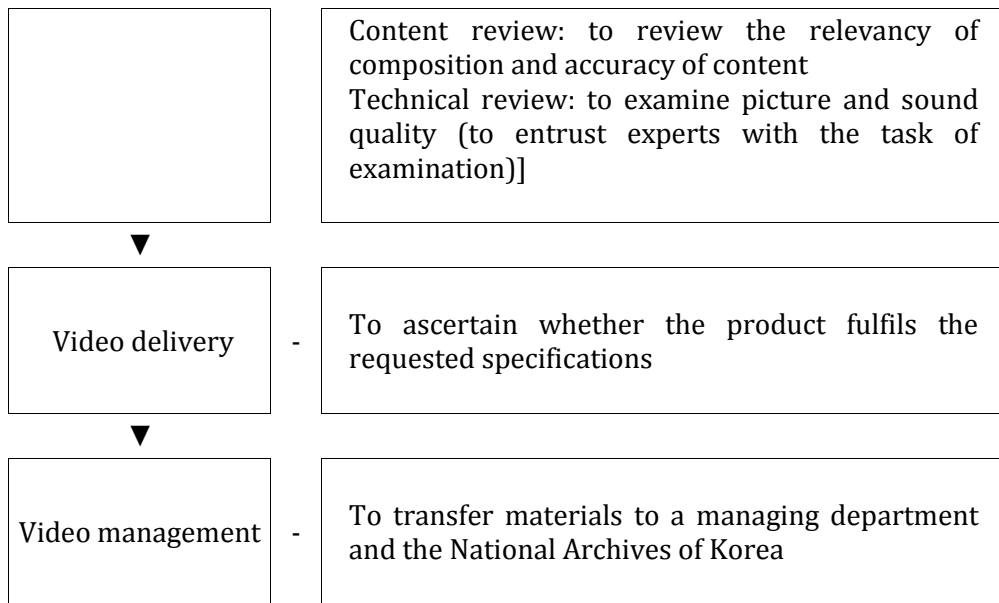
In regards to most ICH information building and sharing activities, the NRICH maintains balanced, interactive relations between itself and various stakeholders, including informants and local researchers.

NRICH has also made efforts not only to guarantee the rights of the main ICH actors (communities, bearers, and practitioners) but also to ensure their participation in the whole process of information building and sharing. The most representative among them is the Important ICH Documentation Project.

The project covers all nationwide ICH elements that are designated by the state as ICH. The main actors of ICH are the bearers (individuals or groups) of technical and artistic skills that are recognised as state-designated ICH. For the project, documented matters include all items designated as important ICH, such as music, dance, play, ceremony, handcraft, food, and martial arts. The project aims at the systemic preservation of ICH-related records as well as the use of those records as teaching materials necessary for transmitting traditional skills to future generations, video recordings and publication of ICH all items, and launching digitised ICH archives and online services. Specific procedures of the project are in the following chart.







Main actors of ICH participate in the entire process of the ICH documentation project. A video recording of ICH takes detailed images of the technical and artistic skills from the viewpoint of ICH bearers. Therefore, bearers (individuals or groups) of important ICH have actively engaged in the gamut of documentation processes, from the prior informed consent of ICH documentation (transfer of copyrights) to field records to examine the final products.

Main actors of each ICH are free to use the final products of the documentation project and the final products that describe the performing process and have been permanently preserved pursuant to the Public Records Management Act.

V. Legislation Concerning ICH

The Republic of Korea has protected ICH under the Cultural Properties Act which entered into force on 10 January 1962. The Cultural Heritage Administration (CHA) is in charge of cultural property administration. Within the CHA, the Regulatory and Legal Affairs Team is responsible for legal affairs, and the Intangible Cultural Heritage Division for administering ICH. Provisions related to safeguarding ICH are as follows:

Article 1: Purposes

Article 2: Definitions

Article 3: Basic Principles of Protection of Cultural Heritage

Article 6: Establishment for Master Plans for Cultural Heritage

Article 8: Establishment of Cultural Heritage Committee

Article 17-2: Establishment of the Information and Networking Centre of Intangible Cultural Heritage in Asia-Pacific Region under the Auspices of UNESCO

Article 19: Registration and Protection of World Heritage, etc.

Article 24: Designation of Important Intangible Cultural Heritage

Articles 28-31: Designation and Recognition

Article 41: Protection and Development of Important Intangible Cultural Heritage

Article 43: Preparation and Preservation of Records

Article 44: Regular Investigations

Article 50: Skills or Artistic Talent by Holders of Important Intangible Cultural Heritage

Article 51: Subsidies

Article 70: Designation of City/Do-Designated Heritage

Details of the act are set by a presidential decree and the enforcement regulations on the protection of cultural heritage.

The Cultural Properties Act was enacted to institutionally support the preservation and transmission of ICH designated by cities and provinces as well as the state. The act is not considered to a legal basis for non-designated ICH elements. Thus, to safeguard non-designated ICH, it is necessary to extend the

scope of designated ICH elements so that non-designated ones can be institutionally supported.

For this, it is required to expand the boundary of ICH and to take institutional measures for implementing ICH promotional policy and protecting intellectual property. The CHA is currently drafting a new law titled the ICH Preservation and Promotion Act to concretise the institutional reforms.

VI. Future Plans

Although NRICH has a guideline to address intellectual property rights regarding ICH information building and sharing activities, it is not applied just to activities related to ICH, but also to all kinds of cultural heritage,

As mentioned, the CHA, under which the NRICH is as an affiliated organisation, is currently pursuing to legislate the ICH Preservation and Promotion Act, which includes provisions on protecting intellectual property. By doing so, appropriate measures could be taken to protect Korean ICH amidst international patent disputes and intellectual property rights of ICH bearers. As of February 2012, the first draft of the act has been completed and it is presently under review by related experts.

The NRICH is also planning to conduct an academic research project for the protection of ICH intellectual property in 2012. Details of the project are summarised as follows:

1) Purpose

To prepare institutional mechanisms for protecting ICH from illegal use and other infringements as well as for facilitating appropriate ICH usage and benefit sharing

2) Period:

Starting from 2012

3) Overview

Title of project:

Role of Intellectual Property Rights in the Protection, Preservation, and Utilisation of ICH

Title of the 2012 project:

A Study of the Policy for Intellectual Property Rights in the Protection, Preservation, and Utilisation of ICH

4) Expected procedure

To establish a research project → to launch call for the research project and to select the research institute(s) → to monitor project performance → to organise a workshop on the research project → to submit the completed research project

Summary

The Korean report has been submitted by the National Research Institute of Cultural Heritage (NRICH). The Institute is a governmental organisation involved mainly in the field of research of cultural heritage in Korea. NRICH main goal is to contribute to the advancement of national culture through conservation, by creating value from cultural heritage.

1. Institutes Profile and ICH Related Activities

The report refers to two main institutes as part of the ICH-IP field survey: the national Research Institute of Cultural Heritage, and its parent organisation the Cultural Heritage Administration in Korea.

1) National Research Institute of Cultural Heritage (NRICH)

NRICH has been set up as Cultural Heritage Research Office by the Ministry of Culture and Information since November 5, 1969.

Its major goal is to promote the value of cultural heritage through the creation and use of cultural heritage knowledge. However, the institute operates on a multiple functions base:

- Cultural heritage research and information institute
- Cultural heritage complex research institute
- Cultural heritage conservation research institute
- Cultural heritage policy leading research institute
- Cultural heritage research exchange and international cooperation institute.

NRICH field of activities are various: national cultural heritage, including intangible cultural heritage, archaeology, artistic and architectural heritage, natural heritage, and conservation science.

2) Cultural Heritage Administration (CHA)

NRICH cooperates with CHA, a parent organisation in charge of tasks related to preserving, managing, promoting cultural heritage. CHA represents a central administration agency under the Ministry of Culture, Sports and Tourism.

CHA has three main goals in the field of culture heritage:

- Establishment of a base for conserving and managing cultural heritage by enhancing the quality of heritage policy and research and by training specialists in the field of cultural heritage.
- Enhancement of the quality of conservation and management of cultural heritage to increase the social, historical, and economic values of cultural heritage.
- Expansion of the value of Korean cultural heritage domestically and internationally, by increasing opportunities for the appreciation of cultural heritage.

Several activities have been performed by CHA as Cultural Heritage Centre:

- Designation and Registration of Cultural Heritage.
- Approval for Alteration and Excavation.
- Conservation of Cultural Heritage and Financial Support.
- Management of Royal Palaces, Tombs, and Historic Sites of the Joseon Dynasty.
- Globalisation of Cultural Heritage and Exchange with North Korea.
- Research and Investigation of Cultural Heritage and Training of Specialists.

2. Information Building and Sharing

NRICH ongoing project is related to the preservation of ICH.

1) Information Building and Sharing Activities

The institute is involved in many activities in the field of information building and sharing activities for the protection of intangible cultural heritage. The activities are categorised into five types:

- Documentation
- Construction of a database and archives
- Digitisation
- Publication and dissemination of relevant documents
- Others (including the organisation of an ICH photo exhibition).

2) Different stages

The institute follows different stages in the realisation of IBSA: Firstly, the records feature the entire process of bearers performing skills or exercising artistic talents, along with the description of their activities to conduct education for transmitting the skills or talents. Secondly, the records are produced in the form of images, photos and books. Thirdly, the final products of recordings are classified into images, photos, and texts. Then, there is documentation of the standard data production. Fourthly, photos, images, and text materials have been converted into digital files. Finally the institute proceeds with the dissemination of various publications on ICH. At this stage, the exhibitions are held for better information of the general public about ICH. The report mentions that NRICH organised an ICH photo exhibitions in 2009 and 2010 in Seoul, Daejeon, and Ulsan. Photographers have been engaged in the ICH recording projects undertaken by NRICH. In this case, exhibitions provided an opportunity for the general public to be better informed about ICH.

3. Intellectual Property Guidelines in Institute

NRICH practices numerous activities in different fields of ICH such as music, dance, play, ceremony, handicrafts, food, and martial arts.

1) IP Guidelines in Institute

In relation to NRICH projects, ICH data is mostly gathered through the fieldwork and documentation as well as donation. The report mentions about some IP guidelines operating at NRICH. As for example:

- Prior checklists, issues regarding field recording, matters to be documented, field recording, and editing.
- Practitioners' informed consent before the project launching, for the use and also publicity of the materials collected in the survey.
- ICH actors' participation in the whole process of information building and sharing in full respect on UNESCO 2003 Convention Article 15.
- Consultation of ICH bearers on copyrights and rights prior video recording for documentation purposes.

2) IP Issues in Institute

The report mentions that as of 2012, NRICH does not have any department in charge of ICH intellectual property rights. Also, it does not have principles to address the issues of ICH intellectual property. However, the institute has encountered several situations involving IP issues in the course of its ICH related activities.

① ICH Copyright infringement

The copyright infringement was concerning the Hwahyejang (craftsman skilled in the art of making traditional Korean shoes), a state-designated ICH. As principle adopted for addressing the issue, NRICH published documentary books on ICH as a part of an ICH documentation project. Those books describe the entire process of technical and artistic skills exercised or performed by the bearers and the books including photos. The NRICH asked bearers or practitioners to entrust the NRICH with intellectual property rights of the documentation results for public use and publication. Thus, governmental organisations in principle have actively engaged in resolving the above-mentioned issue of copyright infringement through arbitration.

② Patent dispute over jucheoljang (master specialising in iron casting skills), a state-designated ICH

As principle for managing the issue, the Korean Intellectual Property Office (KIPO) had to decide whether the patent infringed upon a national ICH bearer. However, legal dispute arose over traditional knowledge of ICH during the invalidation trial. After this trial, it was commonly recognised that institutional improvements were required in regards to intellectual property protection of technological and artistic skills that were designated as important ICH.

- ③ Dispute Resolution Procedure about ICH ownership conflicts. Case of shared ICH literary based works between different authors.
- ④ Issue of authority between ownership recognition at the national level and designation ICH bearer at the national authorities.
- ⑤ Issues raised by dual designation system allowed by the Korean Cultural Heritage Protection Act (as amended by Act No.10000, Feb. 4, 2010).

In conclusion, although NRICH has a guideline to address intellectual property rights regarding ICH information building and sharing activities, those rules are not just applied to activities related to ICH, but also to all kinds of cultural heritage.

The institute therefore mentioned in its concluding remarks the imperativeness of provisions on intellectual property to be included in new legislation, such as an act on protecting and promoting ICH. In terms of future plans, the institute plans to make a study of the policy for intellectual property rights in the protection, preservation, and utilisation of ICH.

List of co-researchers

- **Jae-Phil Lee**
Senior Researcher,
Cultural Heritage Administration
of Korea
- **Inah Pang**
Researcher,
National Research Institute of
Cultural Heritage

Annex 1 | *Questionnaire*

1. Introduction

Intangible cultural heritage (ICH), which is the source of human creativity and cultural diversity, has been diminishing since the onset of globalisation and urbanisation. In this regard, international society, working in tandem with UNESCO, has garnered public attention on ICH safeguarding, and the Convention for the Safeguarding of the Intangible Cultural Heritage was adopted in 2003.

According to Article 13, d.iii of the 2003 Convention, States Parties should establish documentation institutions for ICH and facilitate access to them to ensure the safeguarding, development, and promotion of ICH present in each State Party's territory. This is to say, the Convention encourages managing an institute related to information building and sharing—one that collects, produces, and disseminates ICH information.

The process of ICH information building and sharing could be the cornerstone to safeguarding ICH. However, as with most kinds of information activities in other fields, the process of ICH information building and sharing includes many intellectual property (IP) issues.

Many problems could arise while collecting and creating ICH information, while processing and producing ICH information, and while disseminating and utilising ICH information. Additional, diverse problems could also develop from the communities, institutes, or individuals involved in the process.

In particular, with the development of technology and the appearance of new media, ICH intellectual property issues can manifest themselves in many ways, and these problems have expanded into much more complicated arenas.

The International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region under the auspices of UNESCO (ICHCAP) has been concerned with IP issues related to ICH information building and sharing. To cope with these concerns, ICHCAP has endeavoured to develop a guideline for protecting IP in the process of ICH information building and sharing.

ICHCAP has proposed a project for a field survey to examine IP issues, focusing on activities of ICH information-related institutes in the Asia-Pacific region and on cases about how to deal with problems that arise in the process of ICH information building and sharing.

The survey is expected to contribute by allowing an exchange of experiences and know-how in the Asia-Pacific region to foster an environment to understand and resolve problems related to IP aspects of ICH. Furthermore, the survey results could be the foundation for developing a guideline for protecting IP rights during ICH information building and sharing.

2. Glossary

For the current survey, the terms below will have the given meanings.

- 1) Bearer
A member of a community who recognises, reproduces, transmits, transforms, creates, and forms a certain culture in and for a community. A bearer can, in addition, play one or more of the following roles: practitioner, creator, and custodian.¹
- 2) Community
People who share a self-ascribed sense of connectedness. This may be manifested, for example, in a feeling of identity or in common behaviour, as well as in activities and territories. Individuals can belong to more than one community.²
- 3) Custodian
A practitioner who has been entrusted by the community with the responsibility of safeguarding their intangible cultural heritage.³
- 4) Documentation
The recording of ICH in tangible forms.⁴
- 5) Identification
Technical description of a specific element constitutive of the ICH, often done in the context of a systematic inventory.⁵
- 6) Information Building and Sharing
A series of activities that build and utilise ICH information, such as identification, inventory making, documentation, and digitisation. The process of ICH information building and sharing consists of several stages: a stage for preparation, a stage for collecting and creating information, a stage for maintaining information, a stage for processing and producing information, and a stage for utilising and disseminating information.
- 7) Informants
Local experts from whom information about particular cultural practices is obtained, in the context of cultural field research.⁶

¹ UNESCO Glossary Intangible Cultural Heritage. Prepared by International Meeting of Experts on Intangible Cultural Heritage. The Hague, August 2002, p.4

²*Ibid.*

³*Ibid.*

⁴*Ibid.* p.5

⁵*Ibid.* p.5

⁶ Peter Seitel, *Proposed Terminology for Intangible Cultural Heritage: Towards Anthropological and Folkloristic Common Sense in a Global Era*. UNESCO International Round Table 'Intangible Cultural Heritage', 2001 p.9

- 8) Intangible Cultural Heritage (ICH)
Practices, representations, expressions, knowledge, and skills—as well as the instruments, objects, artefacts, and cultural spaces associated therewith—that communities, groups, and in some cases, individuals recognise as part of their cultural heritage. This intangible cultural heritage, transmitted from generation to generation, is constantly recreated by communities and groups in response to their environment, their interaction with nature, and their history, and it provides them with a sense of identity and continuity, thus promoting respect for cultural diversity and human creativity.⁷
- 9) Intellectual Property (IP)
Legal rights that result from intellectual activity in the industrial, scientific, literary, or artistic fields.⁸ Common types of intellectual property rights include copyrights, trademarks, patents, industrial design rights, and trade secrets.
- 10) Inventory Making
Drawing up one or more inventories of the intangible cultural heritage present in territories to ensure identification with a view to safeguarding.⁹
- 11) Moral Rights
Owner's right to claim authorship of the work and to object to any distortion, mutilation, or other modification or derogatory action in relation to the said work that would be prejudicial to the owner's honour or reputation.¹⁰
- 12) Practitioner
A member of a community who actively reproduces, transmits, transforms, creates, and forms culture in and for the community by performing and otherwise maintaining social practices based on specialised knowledge and skills.¹¹
- 13) Stakeholder
Various levels of agency in ICH information building and sharing activities, including public and private institutions, and more specifically artists and creators of the cultural communities concerned.¹²
- 14) Subjects of ICH
Bearers, practitioners, and communities.

⁷ Art.2 UNESCO Convention for the Safeguarding of Intangible Cultural Heritage, 2003

⁸ World Intellectual Property Organization, *WIPO Intellectual Property Handbook: Law, Policy and Use*, WIPO Publication No. 489(E). p.3

⁹ Art.12.1. UNESCO Convention for the Safeguarding. *opcit*

¹⁰ Art.6Bis Berne Convention for the Protection of literary and Artistic Works, Paris Text 1971

¹¹ UNESCO Glossary Intangible Cultural Heritage. *opcit* p.5

¹² Noriko Aikawa, *State of Intangible Heritage Development in the Lead Up to the 2003 Convention*. UNESCO Shanghai meeting in the lead up to the adoption of ICH Convention. Training of the trainers. Asia and Pacific. Module 1. p.21

3. Specific Questionnaire

A. Institute Overview

- 1) Profile of the institute
 - a) What is the name of institute?
 - b) Where is the institute located? (City/Country)
 - c) Please introduce the history of institute.
 - d) What are objectives and functions of the institute?
 - e) In what country/region have your institute's activities been carried out?
 - f) What kind of ICH is your institute specialised in?
Ex) performing arts, dance, music, rituals, ceremonies, etc.

- 2) Characteristics of the institute
 - a) Your institute can be classified as
 - Government department
 - Public institution
 - Public enterprise
 - Private enterprise
 - NGO
 - Other (Please explain the classification)
 - b) Is your institute affiliated with other organisations? If yes, please describe the parent or affiliated organisations—name, classification, objectives and functions, specialisation, etc. (over 200 words in English)
 - c) What are the institution's sources of budget?
Ex) a national budget, fund-raising activities, etc.

B. Information Building and Sharing Activities of Institute

- 3) Information building and sharing activities of the institute
 - a) Please indicate the kinds of activities your institute has done or is doing.
 - Identification
 - Documentation
 - Inventory making
 - Database/Archive building
 - Publication and distribution
 - Utilising digital contents
 - Other (Please explain other activities your institute has done)

- b) Among your answers in [B-3-a], which activity does your institute mainly focus on? (multiple answers allowed)
- (1) Please explain the activity (over 250 words in English)
 - (2) If any, please also provide guidelines, internal regulations, or other principles regarding the activity.
- c) Regarding your answers in [B-3-b], please describe specific projects related to the activity by giving a set of answers below. If you have more than one project, please provide a set of answers for each one (One to three examples are recommended, but you can also give more than three examples)
- (1) Name of project
 - (2) Duty department
 - (3) Background of project (over 150 words in English)
 - (4) Context of project (over 250 words in English)
 - (5) Procedures of project
 - (6) Outcomes/Effects
- d) If you indicated in [B-3-a] that your institute did activities related to database/archive building, please provide an additional explanation about the activities.
- (1) How did/does your institute obtain ICH-related data or archives?
 - Field work and documentation
 - Purchase
 - Donation
 - Other (Please explain how your institute obtains(ed) ICH-related data or archives)

If you checked more than one answer, what is the primary way your institute obtains(ed) ICH-related data or archives? Please arrange your answer according to the order of priority.
 - (2) Please provide an index of data or archives of your institute by giving a set of answers below.
 - (a) Name of data
 - (b) Online/Offline data
 - (c) Type of data
 - Ex) text, photograph, recording, video, etc.
 - (d) Source of data
 - (Where did the data originate?)
 - (e) Context of data
 - (f) Person/Organisation who has rights on the data
 - (g) Principle/Guideline of data management, if any.

C. Intellectual Property Issues in Institute

4) Does your institute have experience with a project regarding IP aspects of ICH?

- Yes
- No

If yes, please describe the project by answering the questions below. If you have more than one project, please provide a set of answers for each one.

- a) Name of project
- b) Duty department
- c) Background of project (over 150 words in English)
- d) Context of project (over 250 words in English)
- e) Procedures of project
- f) Outcomes/Effects

5) Is there a department, a unit, or an individual undertaking tasks related to intellectual property?

- Yes
- No

If yes, please provide information below.

- a) Name of department (which covers the unit or the individual)
- b) Name of duty person (in the department, the unit)
- c) Tasks of department
 - (a) Main task
(What is the main task of the department? [over 100 words in English])
 - (b) Tasks relating to intellectual property
(Please describe the tasks that are related to intellectual property [over 100 words in English])
- d) Contact information
 - (a) Contact number and e-mail of department
 - (b) Contact number and e-mail of duty person

6) Does your institute have a principle for protecting IP aspects of ICH?

- Yes
- No

If yes,

- a) Please describe the principle (over 150 words in English)
- b) If any, please attach documents related to answers in [C-6-a].

D. Intellectual Property Issues in the Process of Information Building and Sharing

ICH information building and sharing constitutes a series of activities that build and utilise ICH information, such as identification, inventory making, documentation, and digitisation. The process of ICH information building and sharing consists of several stages: a stage for preparation, a stage for collecting and creating information, a stage for maintaining information, a stage for processing and producing information, and a stage for utilising and disseminating information. Each stage is detailed below.

- The stage for preparation: conducting preliminary investigations, planning activities, selecting ICH objects to be investigated, undergoing prior consultation on an activity, etc.
- The stage for collecting and creating information: conducting field surveys (interviews, recording, filming, etc.), purchasing data, receiving donations, etc.
- The stage for maintaining information: building a database, keeping the data in its original form, classifying the data, constructing a security system for the data, etc.
- The stage for processing and producing information: editing, modifying, and upgrading information collected and maintained in the previous stages towards forms of documents, videos, web pages, etc.
- The stage for utilising and disseminating information: disclosing and disseminating information produced, distributing commercially, and utilising existing information for broadcasting, advertising, publicity, etc.

The management of ICH information raises equally different intellectual property issues from one category to another, be it in the phase of preparation, collection, production, or dissemination.

In **the stage for preparation**, intellectual property issues that could arise are below.

- Problems regarding identifying the nature of rights existing in ICH that will be targeted in information building and sharing activities
 - Identifying copyrighted works
 - Identifying unpublished or unknown authors' works
- Problems regarding compliance with a country's laws and regulations or customs concerning ICH information building and sharing activities

- Identifying a country's laws and regulations or customs that could affect information building and sharing activities
- Examining the range of protection under national statutes of IP rights of ICH practitioners and creators
- Others
 - Other intellectual property issues that could arise during the preparation stage

In the stage for collecting and creating information, the stage for maintaining information, the stage for processing and producing information, and the stage for utilising and disseminating information, intellectual property issues that could arise are below, grouped into categories of IP rights.

Ownership

- Identification of the owner of the copyright and related rights in the recordings, films, or manuscripts embodying ICH
- Determination of ownership of both the database itself and its contents
- Issue of bearers' ownership rights in adaptations such as lawful inspiration or the borrowing of work based on one or several pre-existing ICH work(s)
- Custodians', owners', and/or managers' rights of ownership of secondary materials embodying ICH (secondary materials include items such as films, sound recordings, photographs, and written documents.)
- Bearers' ownership of ICH-derived materials that are legally owned by the creator of the document, recording, and/or database embodying ICH
- Issue of joint ownership in work involving ICH material

Prior Informed Consent or Approval

- Issue of an approval or an agreement related to collecting ICH information
 - Identifying the authority who has been granted power to approve (permission or agreement from bearers, practitioners, communities, or other stakeholders)
 - Determining the terms and scope of the approval or agreement from bearers, practitioners, communities, or other stakeholders

- Prior informed consent to the reproduction, use, and display of ICH material
- Bearer's, practitioner's, or community's objections to utilising and disseminating information
- Determination of the format of agreements: consent forms to access and use ICH materials, licenses, undertakings, etc.

Maintenance of Collected Information

- Determination of data classification in an area of protection under IP related law
- Determination of the database to be built according to its uniqueness in IP related law

Adaptations

- The issue of unauthorised adaptations
- Issue of legal rights that could arise during secondary utilisation of information
 - Permission from stakeholders about secondary utilisation, such as broadcasting, advertising, publicity, etc.
 - Intellectual property of the secondarily used information

Secret, Sacred, or Confidential ICH

- Issue of secrecy, sacredness, or confidentiality under customary laws and practices of ICH material collected
- Problems regarding disclosure of secret information

Access, Control, and Use

Communities' Involvement

- Determination of communities' participation in the recording, digitisation, and dissemination of ICH for safeguarding, promotional, and income-generating purposes
- Communities' involvement in the decision-making processes related to the management of ICH elements held by institutes
- Authority of ICH subjects and their capacity to manage information once produced
- Bearers' agreement on modification or transformation of ICH materials

- Determination of communities' legitimate rights holders
- Management of access and use of ICH information by communities
- General public's interests to benefit from and enjoy the information building and sharing activities of ICH

Relationships

- Issue of database users' interaction with bearers for use of ICH
- Issue of relationships between an institution that holds the material, and a bearer, be it the owner, custodian, or manager.

Terms of Use of ICH Material

- Code on management, access, and use of ICH information
- Compliance with restricted ICH use under customary laws and practices
- Establishment of IP-related protocols, policies, and practices

Infringement of Rights and Responsibilities

- Infringement of intellectual property rights existing in the ICH information
 - Copyrights in literary, musical, and artistic expressions
 - Related rights (performers', phonograms', producers', and broadcasting organisations' rights) in performances, rituals, recordings, etc.
 - Trademark in cultural names, signs, indications, marks, symbols, etc.
 - Indigenous know-how and knowledge protected under trade secrets, patent law, etc.
 - Design rights in cultural textiles, poetry, etc.
- Legal responsibilities of institutes leading the activities
 - Vis-à-vis communities from which the ICH was collected
 - Vis-à-vis users to whom ICH is delivered
 - Vis-à-vis website viewers of digitised ICH collections

Licensing

- Licensing by institutions of ICH material in a recording, database, or collection
- Terms of licensing
- Content of ICH material to be licensed
- Identification of the exact licensee and licensor

Bearer's Moral Rights

- Disclosure of ICH ownership information on any related use
- Problems regarding the determination of the range of disclosure
- Case of derogatory work related to ICH
- Respect of bearers' right to integrity

Sharing of Benefits

- Issue of respect of bearers' economic rights
 - Right to translation
 - Right to reproduction
 - Right to communication to the public
 - Others
- Problems regarding the distribution of profit that comes from utilising and disseminating information
 - Economic compensation for bearers, practitioners, or communities
 - Economic compensation for other affiliated organisations or individuals, such as collectors, researchers, agencies, or collective management organisations

Unfair Use or Misuse of ICH

- Misappropriation of ICH material by an institute
- Misappropriation of ICH material by a third party

Portraits, Filming, or Reproduction of ICH Material

- Right to use for commercial purposes
- Respect of motion pictures right in ICH digitisation
- Moral rights of bearers in portraits or films
- Respect of the sacredness, secret, or sanctity of portraits or films
- Right to reproduction in digitising a photograph
- Exception to copyright in cases of promotional or educational purposes

Use of ICH as Trademark, Geographical Indication, or Domain Name

- Bearers' approval in using ICH material as logos or product identifiers
- Misuse of cultural words as trade name, domain name, or geographical indication

7) Have any of the above issues arisen in any of the stages at your institute?

- Yes
- No

If yes, please describe the issue by answering the questions below. If you have more than one issue, please provide a set of answers for each one.

a) Please explain the activity your institute did.

(a) Name of project

(b) Sort of activity

(What kind of information building and sharing activities did your institute do in the project?)

Ex) identification, documentation, inventory making, database building, etc.

(c) Objective of project

b) What kinds of issues have arisen?

- Problems regarding compliance with a country's laws and regulations or customs concerning ICH information building and sharing activities
- Problems regarding identifying the nature of rights existing on ICH that will be used in information building and sharing activities
- Problems regarding identifying the nature of rights existing in ICH
- Problems regarding ownership of ICH
- Problems regarding prior informed consent or approval
- Problems regarding maintenance of collected Information
- Problems regarding adaptations
- Problems regarding secret, sacred, or confidential ICH
- Problems regarding bearers' moral rights
- Problems regarding sharing of benefits
- Problems regarding unfair use or misuse of ICH material
- Problems regarding portraits, filming, and reproduction
- Problems regarding the use of ICH as a trademark, geographical indication, or domain
- Other (Please indicate the issue)

c) Please indicate all stages in which the issue has arisen.

- The stage for preparation
- The stage for collecting and creating information
- The stage for maintaining information
- The stage for processing and producing information
- The stage utilising and disseminating information

- d) What was the cause and content of the issue? (over 500 words in English)
 - e) Who were the stakeholders involved with the issue?
 - f) What did the institute do to resolve the issue? Please describe the process and the results of the resolution. (over 500 words in English)
 - g) What was the institute's principle in the process of dealing with the issue?
 - h) Does your institute have a guideline, policy, or protocol regarding legal issues that could arise during the stage?
 - Yes
 - No
 If yes, please attach the copy of the guidelines, policies, or protocols.
 - i) Please attach any other forms (ex. form of agreement) that were used during the stage.
- 8) Through your institute's experience, what kind of legal issues regarding IP aspects of ICH do you think could arise in each stage? (over 400 words in English)
- 9) In relation to [D-7] and [D-8], what kind of alternatives, guidelines, policies, or protocols do you think should be prepared? (over 400 words in English)

E. Institute's Activities

Here are questions on issues that could arise in the entire process of the institute's activities.

- 10) What kind of relationship does your institute have with ICH subjects, such as informants, collectors, researchers?
- Ex) one-way asymmetrical relationship, one-way symmetrical relationship, two-way asymmetrical relationship, two-way symmetrical relationship, owner vs. custodian, etc.
- 11) Does your institute include intellectual property issues in the institute's vision, purpose, function, policies, etc.? If yes, please indicate your institute's vision, purpose, function, policies, etc. that addresses intellectual property issues.
- 12) Does your institute have a representative legal dispute regarding the institute's information building and sharing activities?
- Yes
 - No

If yes, please describe the case. If you have had more than one case, please provide a set of answers for each one.

- a) Name of project
- b) Sort of activity
- c) Purpose of project
- d) Procedures and context (over 200 words in English)
- e) Issue activated (over 200 words in English)
- f) Response to the issue

(Who or what department was in charge of the issue? How did the department cope with the issue? Were the principles or guidelines adjusted to the case? [over 300 words in English])

- 13) Does your institute have a case of guaranteeing the rights and the participation of ICH subjects (bearers, practitioners, or communities) in the institute's information building and sharing activities?

- Yes
- No

If yes, please describe the case below. If you have more than one case, please provide a set of answers for each one.

- a) Name of project
- b) Sort of activity
- c) Purpose of project
- d) Participation of subject in the procedure (over 300 words in English)
- e) Rights of subject guaranteed
- f) Please attach related documents.

- 14) Have policies or guidelines for protecting intellectual property rights of ICH in the process of information building and sharing been well organised in your institute?

- Yes
- No

If yes, please provide information on the policy or the guideline, including

- a) Context of the policy or the guideline
- b) Please attach related forms. (ex. form of agreement)

F. Related Legislation

- 15) In your institute's country, is legislation or the legal system for the protection of cultural heritage organised?

- Yes
- No

If yes, please describe the legislation or the legal system below.

- a) Full title
- b) The relevant sections or paragraphs
- c) Date of coming into force
- d) Details of the office responsible for administering the laws
- e) Copies of laws and regulations
- f) What are issues or problems regarding IP aspects of ICH that cannot be covered by the legislation or the legal system described above?
- g) What kind of legal systems or devices need to be added for the protection of IP aspects of ICH?

If no, please provide additional information below.

- h) Legal systems or regulations expected to be issued
- i) Status of processing

G. Future Plans

In case your institute has not been equipped with policies or guidelines for protecting intellectual property related aspects of ICH, please answer the following questions.

16) Does your institute have plans for organising guidelines or regulations for protecting ICH intellectual property related rights in the process of information building and sharing?

- Yes
- No

a) If yes, please describe your institute's future plans (manner and context) for organising guidelines or regulations. (over 250 words in English)

b) If a future plan is in the process of being organised, please provide additional information below.

- (1) Guidelines or regulations expected to be organised
- (2) Status of processing

17) Does your institute have plans for projects regarding the protection of intellectual property related rights in the process of information building and sharing?

- Yes
- No

If yes, please describe the project below.

- a) Purpose of project
- b) Term and duration
- c) Context
- d) Anticipated procedures

H. Other Opinions

18) Please provide any kind of information related to the purpose of this survey.

4. Contacts

Please provide contact information of the person who is in charge of this survey report.

Name	
Position	
Department	
Address	
E-mail	
Telephone	
Mobile	
Fax	

5. Reference materials

Please provide all attached materials with information below.

Distinction (relevant question)	
Form of material	
Name	
Source	
Context	

6. Results

Replies to this questionnaire should kindly be sent no later than the prearranged date to the following address.

Ms Saymin Lee (Information & Research Section)
Intangible Cultural Heritage Centre for Asia and the Pacific (ICHCAP)
National Research Institute of Cultural Heritage Bldg (4F)
132 Munji-ro, Yuseong-gu, Deajeon 305-380
Republic of Korea
Tel. +82 42 820 3513 / Fax. +82 42 820 3500

The survey may also be e-mailed to the address below, but in addition to the e-mailed materials, please kindly send the requested references materials to the above address.

E-mail: ichcap@gmail.com
smlee@ichcap.org

Reference materials can be submitted using Webhard.

Address: www.webhard.net
Id: ICHCAP
Password: ichcap

Thank you for your valuable contribution to the survey.

Annex 2 | *Related Regulations*

1.	Guidelines for Handling Copyright Issues of the NRIC	057
2.	Guidelines on the Management and Application of the Cultural Heritage Documentation Project	063
3.	Guidelines for Managing the NRIC Archive	067
4.	Guidelines for Producing Research Data of the NRIC	086
5.	Guidelines for Managing the CHA Publications	107

※ The *Related Regulations* have been unofficially translated from Korean to English by the editorial group of this report.

Guidelines for Handling Copyright Issues of the National Research Institute of Cultural Heritage

1. Definition of Terms

The terms used in these guidelines are as follows.

- Copyrights
 - “Copyrights” shall mean the rights to protect the rights of authors who created works, to protect neighbouring rights, and to promote the fair use of works.
 - Copyrights shall consist of moral rights and author’s property rights.
- Moral Rights
 - “Moral rights” shall mean the rights to protect the author’s honour and moral interests.
- Author’s Property Rights
 - “Author’s property rights” shall mean the rights that enable an author to make economic profits by allowing him/herself or other persons to use his/her works. The types of author’s property rights shall consist of rights of reproduction, rights of public performance, rights of public transmission, rights of exhibition, rights of distribution, rights of rental, and rights of the production of derivative works according to the types and methods of their usage.
- Copyright Protection Period
 - Principle: during the lifetime of an author and for a period of fifty years after the death of an author
 - Anonymous and Pseudonymous Works: for a period of fifty years after the works have been made public
 - Works that are made by an employee of a legal person: for a period of fifty years after the works have been made public
 - Cinematographic Works: for a period of fifty years after the works have been made public
 - Joint Works: for a period of fifty years after the death of the last surviving co-author
 - Initial Date of the Protection Period: the beginning of the year following the date the author died, the work is created, or the work is made public.
- Free Use
 - “Free use” shall mean a specific case in which people can use the work without permission according to the copyright limitation on the work. In this case, the user should comply with the specific legal conditions

regarding the method and range of use and the protection of the author's moral rights. Free use is mainly recognised for the purpose of information acquisition or a need for developing education, scholarship, and culture.

- Common examples of free use in copyright acts from many countries are quotations, specific kinds of illustration, reproduction in specific occasions, specific types of usage of public speeches, reproduction of specific articles from newspapers and periodicals, and accidental and incidental use of works.
- In some copyright acts in the Anglo-American legal systems, free use is defined by determining fair treatment or use of works.
- Rights to One's Portraits
 - "Rights to one's portraits" shall mean the rights that allow a person to reject being photographed or videotaped or having his/her photographs being commercially used by others without consent.
- Publicity Rights
 - "Publicity rights" shall mean the rights that allow famous people such as athletes, celebrities, or other public figures to reject to their face, name, voice, or career being commercially used in advertisements, and to reject to their portrait being used for economic gain.
- Neighbouring Rights
 - "Neighbouring rights" shall be the rights that are granted to persons who invested capital or contributed to the creative process. Persons who hold the neighbouring rights include performers, record producers, broadcasters, database producers (persons who produced database or made a significant investment in human or material resources for renewing, verifying, or supplementing, database materials).
- CCL (Creative Commons License)
 - "Creative commons license" shall be a free-use system of license and enable an author to allow people to use his work freely, by indicating a specific remark about free-use conditions, as long as the users abide by the conditions the author has specified.

2. Declaration of Copyright Information

- All data produced in the Institute should contain copyright information that is described below.
- The person in charge of a project should fill out related information among the examples below and specify the information in contracts and other forms.

1. Owner of rights (name, address, telephone number)
2. Agreement with the owner (the range of use)
3. Author (name, address, and telephone number of the original author)
4. Owner of author's property rights (name, address, and telephone number)
5. Existence of translation
6. When author or the owner of author's property rights is obscure
7. When the protection period is expired
8. When the copyright is lapsed or the work is donated
9. Cases of free use
10. When the contract for a usage license is made
11. Rights to one's portraits (whether the consent is granted)
12. Publicity rights
13. Neighbouring rights (performers, record producers, broadcasters, and/or database producers)
14. Creative Commons License
15. Arrangement of music
16. Additional clause

3. Issues in Handling Copyrights

- Copyrights of all data produced within the Institute in the process of academic research of cultural heritage belong to the National Research Institute of Cultural Heritage.
- Service Contracts and External Commissions of Service, Filming or Writing Manuscripts
 - For data produced by service contracts or external commissions, it is necessary for task orders or contracts to clearly state in writing (See Appendix 1) that data copyrights belong to the Institute. Henceforward, a copy of the document should be submitted to the Archive within seven days from the contract date.
- Publication
 - When project products are published, the person in charge should fill out 'Contracts for Settlement of Right of Publication and Distribution' and submit a copy of the document to the Archive within seven days from the contract date.

□ International Research and Survey Project

- When a Division undertakes a joint project with external or international institutions, the person in charge should consign the consultation in writing and submit a copy of translated documents and the original foreign-language document to the Archive within seven days from the conclusion date.

□ Photographs, Films and Audio Data

- When a Division collects any type of photograph, film, or audio data, the person in charge should receive a 'Consent Form' (Appendix 2) from the provider of the photograph, film, or audio data and submit a copy of the form to the Archive within seven days of receipt.

□ Donated Data

- When a donation is made to the Institute, the person in charge should verify who possesses ownership and copyrights. If the donor possesses copyrights, the person in charge should ask whether the donor wishes to hand over copyrights to the Institute, fill out consent section in 'Appendix 9' in the Archive Regulation, and submit a copy of the form to the Archive within seven days. If the donor does not possess copyrights, for future use, the person in charge should fill out 'Declaration of Copyright Information' according to 'Guideline for Handling Copyright Issues' and submit the form to the Archive.

[Appendix 1]

☞ Alienation of Author's Property Rights

I, _____, hereby hand over all copyrights of the work, and all rights to write and use derivative works based on this work or compilation works that include this work to the National Research Institute of Cultural Heritage.
e.g.) name of service provider or author

☞

I, _____, hereby hand over copyrights that include all rights that are presently known or granted in the future to use the work in any methods that are presently known or developed in future, such as the rights of reproducing, publishing, recording, filming, advertising, performing, presenting, broadcasting, cable-broadcasting, lending, screening, translating, adapting, and arranging the work to the National Research Institute of Cultural Heritage.

☞ Fee for Alienation of Author's Property Rights

The fee for the alienation of all the author's property rights shall be included in _____. e.g.) the total budget of the service, honorarium, etc

☞ Responsibility for the Contents of Works

If the contents of the work infringe on the rights of a third party and, therefore, cause damage to the National Research Institute of Cultural Heritage or a third party, _____ shall take responsibility for the consequences.

☞ Exclusive Use

_____ should neither discretionally allow a third party to use all or part of the title or contents of the same or similar works nor make a contract for establishing such an agreement. _____ can use the work with the consent of the National Research Institute of Cultural Heritage in particular cases.

☞ Issues on the Property Right Change

_____ should not have pledged the rights to a third party, transferred all or part of the copyrights, nor allowed the third party to use the work before this contract. If such a situation causes damage, _____ shall take responsibility for the compensation.

※ The contents of this form can partly be modified or supplemented depending on the nature of the work.

[Appendix 2]

Consent Form		
Interviewee	Name:	
	DOB:	Contact Number:
<p>I, _____, hereby agree that the contents of [<i>films, oral statements</i>] can be [<i>used, publicised</i>] for academic research of the National Research Institute of Cultural Heritage and for public purpose to the general public.</p> <p style="text-align: center;">Interviewer: _____ (signature)</p> <p style="text-align: center;">[<i>Contents of films or oral statements</i>]</p>		
Conditions for disclosure and usage requested by the interviewee		
Contents of Mandate	<ol style="list-style-type: none"> 1. The author’s property rights of the data shall belong to the National Research Institute of Cultural Heritage. The “data” shall refer to all types of data produced in relation to the data above. 2. The data produced as above shall be strictly managed in the National Research Institute of Cultural Heritage according to the ‘Act on Managing Public Records’. 3. The National Research Institute of Cultural Heritage shall not intervene in copyright issues caused by the request for data usage from a third party, but can provide the third party with the contact details of the interviewee. <p>※ The author’s property rights shall mean the rights that enable an author to make economic profits by allowing him/herself or other persons to use the works. The types of author’s property rights shall include all the rights of reproduction, public performance, public transmission, exhibition, distribution, rental, and the production of derivative works according to the types and methods of their usage.</p>	

Guidelines on the Management and Application of the Cultural Heritage Documentation Project (Draft)

Chapter 1. General Provisions

Article 1 (Purpose)

The purpose of this guideline is to define details to efficiently implement and use various cultural heritage documentation projects of the Cultural Heritage Administration of the Republic of Korea.

Article 2 (Limit of Application)

1. This guideline applies to all cultural heritage documentation projects (projects for preserving and using the original cultural heritage records, such as records from the actual cultural heritage measurement; original books, documents, and epigraphs; intangible cultural heritage documentation; visual documents; inscription rubbing; and phototypographic contents) implemented by the Cultural Heritage Administration.

2. Apart from the cases specified in other laws and regulations, all documentation projects of cultural heritage should be conducted in compliance with the guidelines outlined here.

Chapter 2. Organising the Deliberation Committee

Article 3 (Organising the Committee)

1. The Deliberation Committee for the Cultural Heritage Documentation Project (hereinafter referred to as 'the Committee') shall be organised and operated to deliberate and mediate particulars in the following subparagraphs regarding cultural heritage documentation projects.

- (a) particulars regarding the establishment of a general plan for cultural heritage documentation
- (b) particulars regarding the institutionalisation and standardisation of cultural heritage documentation projects
- (c) particulars regarding the common use of the products from cultural heritage documentation projects
- (d) particulars regarding database usage of cultural heritage documentation projects

2. The number of Committee members cannot exceed ten, including one chairperson and one deputy chairperson.
3. The chairperson of the Committee shall be Public Relations Manager (Chief Information Officer), and the deputy chairperson shall be Archival Information Officer.
4. The Committee members shall be constituted by the persons of following positions, and the secretary shall be a director or a deputy director in charge of the Archival Information Office.
 - (a) Finance and Planning Manager
 - (b) Cultural Heritage Utilisation Director
 - (c) Head of divisions or institutions that implement cultural heritage documentation projects for that year.

Article 4 (Meetings)

1. The Committee chairperson shall convene and preside over meetings.
2. The Committee meetings shall be convened by the chairperson when the chairperson acknowledged the necessity or when requested by more than five members.
3. In the unavoidable absence of the chairperson, the deputy chairperson shall sit for the chairperson.
4. The Committee meetings shall be attended by an absolute majority of the members, and a quorum for decisions shall be constituted by a simple majority of the present members.
5. The chairperson can deliberate agendas in writing when he or she has a difficulty in convening.
6. The chairperson can delegate minor matters regarding the subparagraphs in Article 3 to the Practice Committee.

Article 5 (Practice Committee)

1. The Practical Committee for the Cultural Heritage Documentation Project of (hereinafter referred to as 'the Practical Committee') shall be constituted for the practical consultation regarding cultural heritage documentation projects.
2. The chairperson of the Practical Committee (hereinafter referred to as 'the practical chairperson') shall be the Archival Information Officer; the secretary shall be a director or a deputy director in charge of the Archival Information Office; and the member of the Practical Committee shall be a director or a deputy director in charge of documentation projects in an institute or division.
3. The meetings shall be convened quarterly in principle and at any given time when the practical chairperson acknowledges the necessity.
4. The Practical Committee meetings shall be attended by an absolute majority of the members, and a quorum for decisions shall be constituted by a simple majority of the present members.

5. The Practical Committee is responsible for practical matters of agendas deliberated by the Committee and deals with minor matters in the agendas and other issues submitted by the practical chairperson.

Chapter 3. Implementing Documentation Project

Article 6 (Establishing a Project Plan)

1. The head of divisions that implements cultural heritage documentation projects (hereinafter referred to as 'the head of divisions') should establish a documentation project plan that includes the information in the following subparagraphs and submit the information to the Archival Information Officer during the first half of the year.

- (a) project plan (contents of task) and the list of objects
- (b) particulars regarding data production methods
- (c) deadline for submitting products and particulars regarding methods of quality inspection

2. The Archival Information Officer shall review the project plans from the head of divisions under Paragraph 1 and, if necessary, can request plan supplementations.

3. The head of division can propose a vote in the Practical Committee regarding issues of supplementation requests that need to be adjusted.

Article 7 (Data Production Standards)

The head of divisions should comply with Appendix I "Guidelines for Data Production Standards in Cultural Heritage Documentation Project" in deliberating documentation projects related to their division.

Article 8 (Project Reports)

The head of divisions, when deliberating competent documentation projects, should be reported at least twice in forms such as an interim report and a completion report. In this case, the head of divisions should allow the person in charge of the Archival Information Office to attend the report briefings and suggests opinions.

Article 9 (Inspection)

1. To secure the quality of documentation project products, the head of divisions should conduct self-inspections more than twice before the completion of a project.

2. In conducting self-inspections under Paragraph 1, the head of divisions should prepare a separate checklist and conduct self-inspections based on the checklist.

In this case, the head of divisions can request technical support from the Archival Information Office.

3. For the final inspection of the project products, the head of divisions should submit a sample to the Archival Information Officer and receive confirmation on whether the products adhere to the established standard.

Article 10 (Product Submission)

The head of divisions should receive two copies of every project product in more than two formats, including a paper document and digitised data. 2. The head of division should submit a copy of the final product to the Archival Information Officer immediately after completion.

Chapter 4. Product Usage

Article 11 (Documentation Product Usage)

1. The Archival Information Officer should establish an integrated database and a usage system to efficiently use the documentation project products.
2. The head of divisions should endeavour to prepare measures to preserve and use the documentation project products.

Article 12 (Documentation Project Revitalisation)

1. The Archival Information Officer should endeavour to prepare and promote measures to revitalise the documentation projects.
2. The Archival Information Officer should construct a cooperative system with the related agencies to ensure that the documentation project products are used.

Supplementary Provisions

1. (Date of Enforcement) These guidelines shall enter into force from the date of the proclamation.
2. (Abolition of Other Guidelines) “The Managerial Guideline for Cultural Heritage Documentations Project” shall be immediately abolished in implementing these guidelines.

Guidelines for Managing the National Research Institute of Cultural Heritage Archive (Revised)

Administrative Procedures Guide No. 8,
National Research Institute of Cultural Heritage
[Enacted 31 December 2009]

Administrative Procedures Guide No. 15,
National Research Institute of Cultural Heritage
[Revised 31 December 2010]

Chapter 1. General Provisions

Article 1 (Purpose)

The purpose of these guidelines is to define matters that are necessary for managing research data of the National Research Institute of Cultural Heritage and its affiliated agencies and for establishing and managing an archive.

Article 2 (Definition)

The terms used in these guidelines are as follows.

1. "Archive" shall mean an institute that is established by the National Research Institute of Cultural Heritage for managing research data and is equipped with a preservation library, a reading room, offices, conservation facilities and equipment, and exclusive archivists.
2. "Research data" shall mean all types of documents and artefacts, such as documents, books, ledgers, cards, blueprints, audio-visual records, and electronic data (digital data), that are produced or received by the National Research Institute of Cultural Heritage based on the Public Record Management Act.
3. "Data-handling departments" shall mean auxiliary institutions equivalent in size to a department at the National Research Institute of Cultural Heritage, and their affiliated agency shall be the institution itself.

Article 3 (Function of the Archive)

The archive shall perform the following functions.

1. Devising a basic plan for managing research data
2. Collecting, organising, and preserving research data
3. Reading and lending research data
4. Establishing detailed guidelines for managing research data

5. Providing online services for researching data
6. Planning, promoting, and exhibiting the management of research data
7. Providing research data quality assurance activities
8. Performing other activities for managing the archive

Article 4 (Affiliation and Staff)

1. The archive shall be affiliated with the Administration Department and the head of department shall be the head of the archive.
2. The archive shall have specialised staff and exclusive human resources for managing research data to conduct its tasks efficiently.

Article 5 (Duties of the Archive Head)

1. Assessing the research data management tasks in the National Research Institute of Cultural Heritage
2. Organising and managing the Deliberative Committee for the research data at the National Research Institute of Cultural Heritage
3. Devising a security management plan and a disaster plan for research data
4. Devising a classified table and management guidelines for research data
5. Reading, lending, and publicly disclosing retained data
6. Developing and operating a system for managing research data and service
7. Introducing and operating archive management facilities
8. Purchasing, registering, and organising books
9. Making and managing statistical figures of research data and other information
10. Managing other matters of the archive

Article 6 (Management of the Deliberative Committee)

1. The archive shall constitute the Deliberative Committee to make decisions and to supervise over important matters related to management, and its chairperson shall be the Director-General of the National Research Institute of Cultural Heritage, and the deputy chairperson shall be the head of the archive, and the secretary shall be the deputy director in charge, and the members of committee shall be the head of handling departments.
2. The Committee chairperson can convene a meeting when necessary, and the Committee meetings shall be attended by an absolute majority of the members, and a quorum for decisions shall be constituted by a simple majority of the present members. In case of a tie, the chairperson shall decide the issue.
3. The deputy chairperson shall assist the chairperson and, in the chairperson's absence, shall sit for the chairperson.
4. In cases of an unavoidable absence, members of the Committee should submit Appendix 10 Form 'Written Opinion'.
5. The secretary should attend the Committee meetings and take the minutes and after the meeting should obtain the chairperson's approval on the Archive Deliberative Committee Resolution in Appendix 11 Form and attach this form

and other related documents to the minutes. The secretary shall also archive and manage these documents based on Paragraph 6.

6. Documents related to the Deliberative Committee shall be archived and kept for the periods mentioned based on following criteria.

- ① Archive Deliberative Committee Resolution and Minutes: Permanent
- ② Assessment Reports, Written Opinions, and Other Assessment Documents: ten years
- ③ Other Documents on Discarding Research Data: five years

Article 7 (Objects of Deliberation)

The Deliberative Committee shall deliberate and resolve matters in following subparagraphs.

1. Matters on revising the Archive Guidelines
2. Matters on assessing and discarding research data with a preservation period of ten years or less
3. Matters on the preservation period and the re-appropriation of research data
4. Other matters on archive management

Chapter 2. Production and Transfer of Research Data

Article 8 (Production of Research Data)

1. The head of the handling departments should produce and manage all procedures and results of conducting research as research data.
2. Details of producing research data shall comply with 'Guidelines for Producing Research Data' and issues on copyrights on data production shall comply with 'Guidelines for Handling Copyright Issues'.

Article 9 (Transfer of Research Data)

1. The head of handling departments should transfer any produced research data and the data list to the Archive by 31 March of the following year.
2. When the head of handling departments needs to postpone the transfer, he shall submit Appendix 1 Form 'Application Form for Postponing Research Data Transfer' to the head of the Archive by 31 March of the following year.
3. Research data produced in regional research institutes can be managed internally with separate preservation facilities and equipment by an exclusive specialist staff. However, important research data can be transferred to the archive. Besides, among the produced research data, digital data should be registered and transferred through the Digital Data Transfer System of the archive system in General Research Management System of the Institute by 31 March of the following year. (Changed)

Chapter 3. Research Data Collection (newly-added)

Article 10 (Collection)

1. The head of the Archive can collect cultural heritage-related data which are owned by relevant institutions, organisations, or individuals.
2. The head of the archive shall collect cultural heritage-related data owned by relevant institutions, organisations, or individuals by requesting owners to donate these data and giving the owner Appendix 9 Form 'Data Donation Form' to filled out by the owner.
3. The received data shall be registered and managed with other data; however, that data can be separately managed under the name of the donors at their request.

Chapter 4. Research Data Management

Article 11 (Registration and Organisation of Research Data)

1. The head of the Archive should categorise transferred or collected research data by type and register them with a mark of a registration number, handling departments, preservation period, and openness to the public.
2. The head of the Archive should make a basic research data list based on Appendix 2.
3. The head of the Archive should make a separate detailed list for research data that include detailed information apart from a basic list.
4. The head of the Archive should register basic and detailed lists to the archive system in the General Research Management System of the Institute and enable the list to be available for Internet searches.

Article 12 (Storing Research Data)

The head of the Archive should store research data in appropriate preservation containers for each medium, such as preservation files, preservation envelopes, and preservation boxes.

Article 13 (Digitalisation of Research Data)

1. The head of the Archive should digitalise analogue data and enable them to be promptly searched and used.
2. The head of the Archive should rerecord digital data every five years using the newest media, such as CD, DVD, external HDD, or tapes, to prevent data loss or damage.
3. The head of the Archive should designate a staff member in charge of data backup and regular backup based on 'Guidelines for Integrated Backup of

Information System of the National Research Institute of Cultural Heritage' and dispersedly store the backup data in safe places that are safe from theft and damage.

Article 14 (Discarding Research Data)

Matters on discarding research data shall comply with decisions by the Archive Deliberative Committee of the National Research Institute of Cultural Heritage.

Chapter 5. Usage of Data and Facilities

Article 15 (Archive Opening Hours)

1. The opening hours of the archive shall follow office hours of civil servants (09:00-18:00), and the archive shall be closed on public holidays.
2. The head of the Archive can reschedule the opening hours if necessary and close or open the archive provisionally.

Article 16 (Reading and Restriction)

1. Persons in following subparagraphs can read data and use facilities in the archive.
 - ① Staff members of the National Research Institute of Cultural Heritage.
 - ② Persons who are granted an access by the head of the Archive. Research data can be read only in a designated area after submitting Appendix 4 Form 'Reading Register of Research Data', and damaging data, smoking, and bringing food in the area are not allowed.
3. Apart from pencils and copying paper, no other belongings, such as bags, are allowed into the Archive.
4. Research data should be returned to the staff after reading.
5. Reading data can be restricted based on the following subparagraphs.
 - ① When reading can do harm to others or disturb the normal practice of the Archive
 - ② When research data are already publicly available and used through the official gazette, periodicals, etc.
 - ③ In cases where there is only copy of the item or the research data are vulnerable to damage

Article 17 (Lending and Restrictions)

1. Persons in following subparagraphs can borrow data from the Archive.
 - ① Members of staff at the National Research Institute of Cultural Heritage.
 - ② Persons who are granted an access by the head of the Archive
2. Lending research data is not permitted in principle. However, when data should inevitably be lent, permission from the head should be granted based on

Appendix 5 Form 'Borrowing Application for Research Data'. When permission is granted, Appendix 8 Form 'Report of Carrying In and Out Research Data' should be filled out and submitted.

3. The limit and duration of data lending is as follows.

- ① The duration of data lending shall be within fourteen days.
- ② If the duration needs to be extended, it can be extended only once with permission of the head of the Archive.

4. Lending data can be restricted based on following subparagraphs.

- ① When reading can do harm to others or disturb the normal practice of the Archive
- ② When research data are already publicly available and used through the official gazette, periodicals, etc.
- ③ In cases where there is only copy of the item or the research data are vulnerable to damage
- ④ When lending is inappropriate due to the nature of research data

5. Despite Paragraph 2, the head of archive can modify the range and condition of lending due to the preservation condition and nature of the research data.

Article 18 (Returning Borrowed Data)

Persons who borrowed research data come under the conditions in following subparagraphs should return borrowed data immediately.

- ① On leave of absence, suspension, retirement, or transferred to other departments
- ② On leave, sick leave, extended business trip that exceeds the duration of the loan
- ③ Before 15 December every year
- ④ Others, when the head of the Archive request a return

Article 19 (Providing Research Data)

1. The range of providing research data shall be based on following subparagraphs.

- ① Staff at the National Research Institute of Cultural Heritage and handling departments
- ② The Cultural Heritage Administration and its affiliated agencies
- ③ Public institutions, educational institutions, academic organisations, and other external institutions
- ④ Individuals

2. The procedure of providing research data shall be based on following subparagraphs.

- ① If the Cultural Heritage Administration or its affiliated agencies wish to receive research data, the institution should fill out Appendix 6 Form 'Application for Research Data Provision' and submit the form with an

internal memorandum. However, if the head of the Archive recognises the necessity, the application form should be submitted with a formal document requesting the data.

- ② An application from external institutions is limited to the purpose of academic research and education, and the application shall proceed with the submission of Appendix 6 Form 'Application for Research Data Provision' or 7 Form 'Research Data Usage Permit'.
- ③ Application from individuals shall proceed as civil affairs administration requests for releasing information, and a fee shall be charged based on the Public Information Act. If the requested data conform to subparagraphs in Paragraph 1, Article 9 of the Act, the data can be made confidential to the public.
- ④ The person in charge of the Archive should request applying institutions to declare the source of the data and to submit two copies of products when the data are used for products such as academic papers or reports within two weeks.

Article 20 (Compensation of Data)

Persons who damage or lose research data shall conform to the decision of the Archive Deliberative Committee.

Article 21 (Security and Disaster Plan)

1. The preservation library in the Archive should be managed as a restricted area based on 'Guidelines for Security Tasks', and visitors should fill out Appendix 3 Form 'Access Roster of Archive'.

2. The person in charge of the Archive preservation room should comply with following subparagraphs.

- ① Schedule inspections for electricity wiring and fire safety in the preservation room
- ② Take stock and check the condition of research data
- ③ Evaluate the reading applications and lending practices

3. The head of the Archive should devise and implement a separate security management plan and disaster plan.

Chapter 6. Supplementary Provisions

Article 22 (Inspection for Research Data Management and Training)

1. The head of the Archive should inspect research data management more than once a year.

2. The head of the Archive should provide staff members with training on matters of archive management, such as usage tips as well as guidelines for producing data and information on copyrights.

Article 23 (Definition)

The head of the Archive can independently decide detailed matters on archive management.

ADDENDUM [1st January 2010]

These guidelines shall enter into force from the date of the proclamation.

ADDENDUM [1st January 2011]

These guidelines shall enter into force from the date of the proclamation.

[Appendix Form 1]

Application Form for Postponing Research Data Transfer

Institution (Department):

Serial number	Management number in department	Data name	Type	Production year	Transfer year	Reason for postponement	notes

Date:

Person in Charge: (signature)

Supervisor: (signature)

Head of Department: (signature)

To: Head of the National Research Institute of Cultural Heritage Archive

[Appendix Form 2]

Basic Research Data

Serial number	Management number	Shelf number	Data name	Volume	Producing department	Production year	Completion year	Manufacturing agency	Service title	Type	Kind	Copies

Colour	Size	Playing time	Number of tracks	Duration for preservation	Related document number	Name of HC	Designation number	Location	Summary of contents	Detailed list	Related files	Notes

[Appendix Form 3]

Access Roster of Archive

Serial number	Date of access	Time	Affiliation	Name	Purpose	Notes

[Appendix Form 4]

Reading Register of Research Data

Number	Date	Affiliation	Name	Management number	Data name	Notes

[Appendix Form 5]

Borrowing Application for Research Data

Serial number	Management number	Shelf number	Data name	Purpose of borrowing	Return date

I would like to borrow archive data as above.

Date:

Applicant: affiliation rank name (signature)

Recipient: affiliation rank name (signature)

To: Head of the National Research Institute of Cultural Heritage Archive

Application for Research Data Provision				
Applying institution				
Address				
Contact	Tel: Fax:	Person in charge ()	Mobile: E-mail:	
Applying data	Type	Name of data	Amount	Purpose
<p>Date: _____</p> <p>Applicant: _____ (signature)</p> <p>I agree to and will comply with the data-usage guidelines of the institute.</p> <p style="text-align: center;">To: Head of the National Research Institute of Cultural Heritage Archive</p>				
<p>Research Data Usage Instruction</p> <ol style="list-style-type: none"> 1. The applicant should not infringe on copyrights of the owner, author, or other persons, and, if the applicant violates this rule, the applicant shall be held accountable for consequences resulting from the infringement. 2. The applicant cannot use research data for any reason except for the purpose stated above or submit the data to others. If the applicant violates this rule and inflicts a loss to copyright owner or the National Research Institute of Cultural Heritage, the applicant shall be financially responsible to compensate the injured party. 3. If data are included in printed materials or films, the Institute should be credited as a data source, and a copy of the products should be submitted. 				

[Appendix Form 8]

**Report of Checking In and Out Research Data
(Unit of Record Files)**

Classification	Date	Personal data for checking in and out			Confirmation
		Affiliation	Rank	Name	
In () Out ()	20 . . . 20 . . .				
Duration		Reason			

List of Research Data File

Serial number	Classification number	Title	Types of record	Amount	Confirmation

**Report of Checking In and Out Research Data
(Unit of Record Objects)**

Classification	Date	Personal data for checking in and out			Confirmation
		Affiliation	Rank	Name	
In () Out ()	20 . . . 20 . . .				
Duration		Reason			

List of Research Data Number

Serial number	Classification number	Title	Types of record	Amount	Confirmation

Data Donation Form

I would like to donate free of charge these data to the National Research Institute of Cultural Heritage to assist research. I also agree that I shall comply with Institute's guidelines for handling donated data.

I would like to transfer intellectual property rights to the Institute as I donate the data below.

Types of data:

Name of data:

Amount:

Date:

Donor

(signature)

Written Opinion

※ Nota Bene

- ① Please read contents of each subparagraph of Article 5 in the 'Guidelines for Managing the National Research Institute of Cultural Heritage Archive' before filling in this form.
- ② When filling out the Written Opinion form, please write 'deliberation in writing' in the Archive Deliberative Committee Resolution.

As I will not attend the Committee because of the following reasons, herewith I am submitting a written opinion on the reported agenda.			
Name		Affiliation	
		Rank	
Reason for absence			
Assessment opinion			

※ Write your comments about data file needs in the assessment opinion section above and use additional sheets of paper as needed.

Archive Deliberative Committee Resolution

Resolution
 The Committee concludes as follows on the deliberated agendas of the ___th meeting of year ____.

Outline of the Deliberative Committee

A. Date:
 B. Venue:
 C. Agendas:
 D. Deliberation Result: See Appendix(ces)

**Deliberative Committee of the
 National Research Institute of Cultural Heritage**

Classification	Position	Name	Signature	Notes
Chairperson	Chairperson			
Member	Member			
..	Member			
..	Member			
..	Member			

Guidelines for Producing Research Data of the National Research Institute of Cultural Heritage

1. Guidelines for Managing the National Research Institute of Cultural Heritage Archive

□ Chapter 1 General Provisions, Article 2 (Definition)

The terms used in these guidelines are as following subparagraphs.

1. “Archive” shall mean an institute that is established by the National Research Institute of Cultural Heritage for managing research data with a preservation library, a reading room, offices, conservation facilities and equipment, and exclusive archivists.

□ Chapter 2. Production and Transfer of Research Data, Article 8 (Producing Research Data)

1. The head of data handling departments should produce research results and manage all procedures of research data.
2. Details of producing research data shall comply with ‘Guideline for Producing Research Data’ and matters on copyrights on data production shall comply with ‘Guidelines for Handling Copyright Issues’.

2. “Guidelines for Producing Research Data” should be attached to the task instructions in the case of conducting external service projects.

3. Procedure of Research Data Production and Transfer

- Research data are normally produced and transferred in the process as described in Table 1, and each data production standard is as shown below in Section 4, Research Data Production Standard.

<Table 1>

PIC (person in charge)	manufacturer	PIC of projects	PIC of documents		
materials	products	documents on the project	The transferred data are finally entered into the system through a QA process		
procedure	submit to project PIC	entered into the archive system	entered into the archive system		
types of produced data	text, images, blueprints, films, audio, records, 3D	research paper, patent documents, academic presentation, equipment purchase, international cooperation, publications, promotional materials	transfer ⇒	research paper, patent documents, academic presentation, equipment purchase, international cooperation, publications, promotional materials	survey cards, images, blueprints, films, audio, records, 3D

4. Research Data Production Standard

□ Research Paper

Guidelines for Standards and Recording	Metadata (Text)
<ul style="list-style-type: none"> ○ Standard Information Korean and international SCI, international Non-SCI, Korean KCI, Korean non-KCI, internal proceedings of the Institute ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata are entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines 	<ul style="list-style-type: none"> - Project number - Year - Product index - Title (Korean) - Title (English) - Title of the journal - Journal volume number - Publishing country - Publishing date - First page number - Last page number

○ Rules for naming files: See <Appendix 4>	<ul style="list-style-type: none"> - Journal impact factor - Abstracts in Korean - Abstracts in English - Publishing country - SCI data SCI - ISSN - ISBN - Main author - Second author - Co-authors - Paper classification - Attached files
Production Media (Attached file)	HWP, EXCEL, DOC, PPT
Final Products (Original Paper)	PDF

□ Patent Documents

Guidelines for Standards and Recording	Metadata (Text)
<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Classification of industrial property rights: patents, utility model rights, design, trademarks, program(S/W), copyrights, new technology certification, new product certification, international application (PCT), service, breeds ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Rules for naming files: See <Appendix 4> 	<ul style="list-style-type: none"> - Project number - Year - Product index - Application name - Registration number of application - Registrant - ID number of person who makes an application - Classification of industrial property rights - Registration country - Classification of registration - Registration date - Option for public access - International application - Attached files

Production Media (Attached file)	HWP, DOC, EXCEL
Final Products (Original Paper)	PDF

□ Academic Presentation

Guidelines for Standards and Recording	Metadata (Text)
<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Presentations in Korea and abroad, posters in Korea and abroad, discussant (panel), articles for discussion (documents, manuscripts, etc.) ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Rules for naming files: See <Appendix 4> 	<ul style="list-style-type: none"> - Project number - Year - Product index - Classification of paper - Presentation title - Title of conference - Convening country - Presentation date - Types of presentations - Abstracts in Korean - Abstracts in English - SCI data SCI - Presenter - Second author - Third and other authors - Attached files
Production Media (Attached file)	HWP, DOC, EXCEL
Final Products (Original Paper)	PDF

□ Equipment Purchase (Registration on the Project Management System)

Guidelines for Standards and Recording	Metadata (Text)
<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Research equipment worth more than 20 million won purchased by the Institute ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines 	<ul style="list-style-type: none"> - Project number - Year - Product index - Asset management number - Management number (representative specialised agency) - Name of the equipment

<ul style="list-style-type: none"> ○ Rules for naming files: See <Appendix 4> 	<ul style="list-style-type: none"> (Korean) - Name of the equipment (English) - Model number - Manufacturing country - Manufacturing company - Supplier - Acquisition methods - Amount - Unit - Acquisition date - Acquisition price - Durable years - Pictures - Application range - Application area - Application conditions - Record of idleness and disuse - Registration date - Correction date - Deletion date - Purchaser
--	--

□ International Cooperation

Guidelines for Standards and Recording	Metadata (Text)
<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Written permissions for local survey, reports, agreements, MOU, etc. ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Rules for naming files: See <Appendix 4> 	<ul style="list-style-type: none"> - Project number - Year - Product index - Research institutions - Amount of research fee spent abroad - Amount of research funds received from abroad - Participating country code - PM of the participating country - Number of foreign researchers

	<ul style="list-style-type: none"> - Duration of cooperation - Types of cooperation - Details of cooperation - Attached files
Production Media (Attached file)	HWP, DOC, EXCEL, PDF
Final Products (Original Paper)	PDF

□ Publications

Guidelines for Standards and Recording	Metadata (Text)
<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Reports, books, catalogues, information packages, periodicals, etc. ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Rules for naming files: See <Appendix 4> 	<ul style="list-style-type: none"> - Project number - Year - Product index - Book title (Korean) - Book title (English) - Types of publication - Formats - Korean abstracts - English abstracts - Disciplines - Publication date - PIC - Language - Published country - Public access of the original texts - Types of the report - Key words (Korean) - Key words (English) - attached files
Production Media (Attached file)	HWP, DOC, PNG, AI
Final Products (Original Paper)	PDF

□ Promotional Materials

Guidelines for Standards and Recording	Metadata (Text)
<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Columns, contributions, media appearances, press releases ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Internal directory structure of media for transferring digital data: See <Appendix 1> ○ External information declaration of media for transferring digital data: See <Appendix 2> ○ Internal information declaration of media for transferring digital data: See <Appendix 3> ○ Rules for naming files: See <Appendix 4> 	<ul style="list-style-type: none"> - Project number - Year - Product index - Types - Media title - Program title - Date of interview / preparation - Date of broadcasting / printing - Location of appearance / interview - PIC in the media - synopsis - PIC - Attached files
Production Media (Attached file)	HWP, PNG, AI, AVI, MP3
Final Products (Original Paper)	PDF, PNG, AI, AVI, MP3

□ Survey Cards

	Guidelines for Standards and Recording	Metadata (Text)
Usage of search	<ul style="list-style-type: none"> ○ Metadata (Text) <ul style="list-style-type: none"> - Items marked with an asterisk (*) should be included in the management items when survey cards are created - Metadata are entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Rules for naming files: See <Appendix 4> 	<ul style="list-style-type: none"> - * Management number - * Title - * Region: find location, survey location, nation, province, borough, etc. - * Holding institution - * Production year - Types - Registration date - Notes - Appendices - Key words - Degree of public access
Record preservation and usage	<ul style="list-style-type: none"> ○ Drawing up a survey card (based on department formats) <ul style="list-style-type: none"> - Should be created and attached as a computer file format - HWP, EXCEL, etc (A4 size recommended) - Images should be inserted in the text (less tha 1MB per page) - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Rules for naming files: See <Appendix 4> 	
Produced Media	HWP, EXCEL	

□ Images

	Guidelines for Standards and Recording	Metadata (Text)
Usage of search	<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Filming and scanning - File format: TIFF or RAW - Resolution: over 10 Million pixels (over 600~1,200DPI) - Bit depth: 16-bit grey, 48-bit colour ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Internal directory structure of media for transferring digital data: See <Appendix 1> ○ External information declaration of media for transferring digital data: See <Appendix 2> ○ Internal information declaration of media for transferring digital data: See <Appendix 3> ○ Rules for naming files: See <Appendix 4> 	<ul style="list-style-type: none"> - Registration number of research card - Caption - File name - Preparing person - Creation date - Original format: digital or analogue <p>For analogue: should be categorised as photograph, master protocol, slide film, microfilm, X-ray film, etc.</p> <ul style="list-style-type: none"> - Registration date - Notes - Degree of public access - Key words - Location information : GPS (optional)
Record preservation and usage	<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Filming and scanning - File format: JPG - Resolution: over 3 Million pixels - Bit depth: 16-bit grey, 48-bit colour ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on 	

	<p>Copyrights Declaration' in the Guidelines</p> <ul style="list-style-type: none"> ○ Internal directory structure of media for transferring digital data: See <Appendix 1> ○ External information declaration of media for transferring digital data: See <Appendix 2> ○ Internal information declaration of media for transferring digital data: See <Appendix 3> ○ Rules for naming files: See <Appendix 4> 	
--	--	--

□ Plans and Blueprints

	Guidelines for Standards and Recording	Metadata (Text)
For archiving	<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Archaeological site plans <ul style="list-style-type: none"> · file format: CAD file (DWG) or illustration (EMF, WMF) · types: ground plan, elevation, cross-section, soil stratum maps, combination plan - Architectural plans <ul style="list-style-type: none"> · file format: CAD file(DWG) · types: elevation view, lateral view, cross-section, worm's-eye view, detail drawing, ground plan, layout - Artefact drawings <ul style="list-style-type: none"> · file format: CAD file (DWG) · types: artefact's name ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines 	<ul style="list-style-type: none"> - Registration number of research card - Classification - Data name - File name - Creation date - Preparing person - Original format: digital or analogue <p>For analogue: blueprints, pencil drawing, ink drawing, measured drawing</p> <ul style="list-style-type: none"> - File type - Registration date - Notes - Degree of public access - Key words - Location information : GPS (optional)

	<ul style="list-style-type: none"> ○ Internal directory structure of media for transferring digital data: See <Appendix 1> ○ External information declaration of media for transferring digital data: See <Appendix 2> ○ Internal information declaration of media for transferring digital data: See <Appendix 3> ○ Rules for naming files: See <Appendix 4> 	
For public service	<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Archaeological site plans <ul style="list-style-type: none"> · file format: CAD file (DWG), illustration (EMF, WMF) or plan image (Tiff, JPG) · types: ground plan, elevation, cross-section, soil stratum maps, combination plan · printing resolution for plan images: printable for over A4 size - Architectural plans <ul style="list-style-type: none"> · file format: DWF file, plan images(Tiff, JPG) · types: elevation view, lateral view, cross-section, worm’s-eye view, detail drawing, ground plan, layout · printing resolution for plan images: printable for over A4 size - Artefact drawings <ul style="list-style-type: none"> · file format: DWF file, illustration (EMF, WMF), plan images(Tiff, JPG) · types: artefact’s name 	

	<ul style="list-style-type: none"> · printing resolution for plan images: printable for over A4 size ○ Internal directory structure of media for transferring digital data: See <Appendix 1> ○ External information declaration of media for transferring digital data: See <Appendix 2> ○ Internal information declaration of media for transferring digital data: See <Appendix 3> ○ Rules for naming files: See <Appendix 4> 	
--	--	--

□ Films

	Guidelines for Standards and Recording	Metadata (Text)
Record, preservation, contents production, promotional material, etc.	<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Filming <ul style="list-style-type: none"> · recording formats: HD, HDV (optional) · recording equipment: HVR-S270 or higher, HVR-Z1N or higher (optional) - Delivery <ul style="list-style-type: none"> · analogue: HD Beta Tape or HDV 6mm Tape · digital: AVI(service) · H.264 codec - DVD(distribution) <ul style="list-style-type: none"> · MPEG2 codec .size: more than 720×480 .sound source: 48,000hz, 16bit, stereo .delivering products: DVD, H/D, etc. ○ Metadata (Text) <ul style="list-style-type: none"> - Items marked with an asterisk (*) should be included in the management items when survey 	<ul style="list-style-type: none"> - * Data name - * File - Producer - Production date - Original format: reel tape, cassette tape, CD, digital recording data, etc. - Notes - Degree of public access - Key words - Location information : GPS (optional)

	<p>cards are created</p> <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines <ul style="list-style-type: none"> ○ Internal directory structure of media for transferring digital data: See <Appendix 1> ○ External information declaration of media for transferring digital data: See <Appendix 2> ○ Internal information declaration of media for transferring digital data: See <Appendix 3> ○ Rules for naming files: See <Appendix 4> 	
<p>Public service, practical reference, internet service</p>	<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Filming <ul style="list-style-type: none"> · recording formats: DVCAM, DVSP or HDV 6mm Tape · recording equipment: HDR-XR520, HDC-TM200GD-K or higher, HVR-Z1N or higher - Delivery <ul style="list-style-type: none"> · analogue : DVCAM 6mm Tape, DVSP 6mm Tape or HDV 6mm Tape · digital : AVI(service) · H.264 codec - DVD(distribution) · MPEG2 codec · delivering products: CD, DVD, H/D, etc. ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on 	

	<p>Copyrights Declaration' in the Guidelines</p> <ul style="list-style-type: none"> ○ Internal directory structure of media for transferring digital data: See <Appendix 1> ○ External information declaration of media for transferring digital data: See <Appendix 2> ○ Internal information declaration of media for transferring digital data: See <Appendix 3> ○ Rules for naming files: See <Appendix 4> 	
--	--	--

□ Audio Record

	Guidelines for Standards and Recording	Metadata (Text)
Record preservation and public service	<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Recording <ul style="list-style-type: none"> · recording formats: magnetic tape or MPs - Delivery <ul style="list-style-type: none"> · analogue: magnetic tape · digital: MP3, 44,100hz, 16bit, stereo · delivering products: CD, DVD, H/D, etc. ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Internal directory structure of 	<ul style="list-style-type: none"> - Management number of research card - Data name - File name - Preparing person - Creation date - Original formats: digital(MP3) or analogue <p>For analogue (before digitalisation): cassette tape, audio, CD, LP, DAT, reel tape</p> <ul style="list-style-type: none"> - Registration date - Notes - Degree of public access - Key words - Location information: GPS (optional)

	<p>media for transferring digital data: See <Appendix 1></p> <ul style="list-style-type: none"> ○ External information declaration of media for transferring digital data: See <Appendix 2> ○ Internal information declaration of media for transferring digital data: See <Appendix 3> ○ Rules for naming files: See <Appendix 4> 	
--	---	--

□ 3D

	Guidelines for Standards and Recording	Metadata (Text)
Record preservation and public service	<ul style="list-style-type: none"> ○ Standard Information <ul style="list-style-type: none"> - Scanning and delivering <ul style="list-style-type: none"> · original scanned file: PTS, ASC, STL · polygon data: PTS, MDL, WRL, PLY, STL, DL etc. (scanned data: optional for data formats) · data completed post-treatment: PTS, MDL, WRL, PLY, HTM (scanned data: optional for data formats) · first produced immovable cultural heritage: less than 5mm (gap): 5mm · first produced movable cultural heritage: less than 1mm (gap) · delivering products: CD, DVD, H/D, etc. ○ Metadata (Text) <ul style="list-style-type: none"> - Metadata is entered into detailed items of the process management in the project management system 	<ul style="list-style-type: none"> - Management number of research card - Data name - Production year - File name - Preparing person - Production date - Original formats - Registration date - Notes - Degree of public access - Key words - Location information: GPS (optional)

	<ul style="list-style-type: none"> - Copyrights: See 'Matters on Copyrights Declaration' in the Guidelines ○ Internal directory structure of media for transferring digital data: See <Appendix 1> ○ External information declaration of media for transferring digital data: See <Appendix 2> ○ Internal information declaration of media for transferring digital data: See <Appendix 3> ○ Rules for naming files: See <Appendix 4> 	
Producing media	<ul style="list-style-type: none"> - Original scanned data: PTS, ASC, STL - Polygon data: PTS, MDL, WRL, PLY, STL, DL - Post-treatment completed data: PTS, MDL, WRL, PLY, HTM - Supply format: CD, DVD, H/D(portable dist), etc. 	

<Appendix 1>

Internal Directory Structure of Media for Digital Data Transfer

📁 Department

📁 Year


📁 Project title

📁 research paper	PDF
📁 patent documents	PDF
📁 academic presentations	PDF
📁 equipment purchase	EXCEL
📁 international cooperation	PDF
📁 publications	PDF
📁 promotional materials	PDF, PNG, AI, AVI, MP3
📁 survey cards	HWP, EXCEL
📁 images	📁 For professionals (archive) 📁 For public (service)
📁 plans	📁 For professionals (archive) 📁 For public (service)
📁 films	📁 For professionals (archive) 📁 For public (service)
📁 audio recording	📁 For professionals and public
📁 3D	📁 Original scanned file 📁 polygon data 📁 post-treatment completed

※ Create only product folders based on the nature of projects

<Appendix 2>

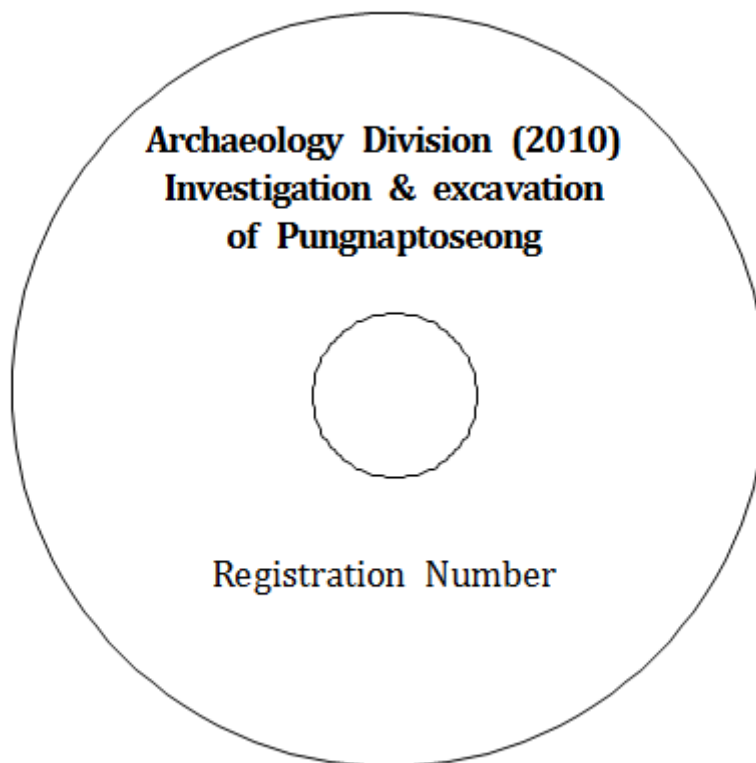
External Information Declaration for Digital Data Transfer

front cover	spine	back cover
<ul style="list-style-type: none"> ○ Department: Archaeology Division ○ Project year: 2011 ○ Project title: Investigation and excavation of Pungnaptoseong ○ Data format: research paper, patent documents, proceedings, apparatus, publications, survey cards, images, plans, films, audio records, 3D ○ Application: For professionals (archive) and public (service) 	P u n g n a p t o s e o n g o f A R C 2 0 1 0 I n v e s t i g a t i o n &	 <p style="text-align: center;">국립문화재연구소 National Research Institute of Cultural Heritage</p>

※ The management number shall be recorded and managed by the Administration Department.

<Appendix 3>

Internal Information Declaration for Digital Data Transfer



※ The management number shall be recorded and managed by the Administration Department after transfer.

<Appendix 4>

**Rules for File Naming of Research Data in the National
Research Institute of Cultural Heritage
(Based on documentation Guidelines of the Cultural Heritage
Administration 16th July 2009)**

O Designated Cultural Heritage

Name of cultural heritage (English)+designation classification + designation number + filming date (manufacturing date)+taxonomic name(abbreviation of department)_serial number + explanation of file + degree of public access

e.g.) Dabotap of Bulguksa_national treasure_20_20091101_ACT_0001_lateral view_OPEN.tiff/jpg

e.g.) Dabotap of Bulguksa_national treasure_20_20091102_ACT_0001_lion on the stylobate_CONF.tiff/jpg

<Serial number: the number of digits can be changed depending on the amount of data>
<Taxonomic name: ARC, ART, ACT, ICH, PSV, CSV, NAT, CNT, GYJ, BUY, GAY, NAJ, JUW >
<Data publicly available are marked as 'OPEN' and confidential data are marked as 'CONF' >

O Non-designated Cultural Heritage

Name of cultural heritage (English) + location (find spot, survey area) + filming date (manufacturing date) +taxonomic name (abbreviation of department)_serial number + explanation of file + degree of public access

e.g.) Ancient tombs in Songjuldong_Chungju,
Chungbuk_20_20091101_ARC_0001_internal view of tomb no 1_OPEN.tiff/jpg

e.g.) Ancient tombs in Songjuldong_Chungju,
Chungbuk_20_20091101_ARC_0001_internal view of tomb no
7&8_CONF.tiff/jpg

<Serial number: the number of digits can be changed depending on the amount of data>
<Taxonomic name: ARC, ART, ACT, ICH, PSV, CSV, NAT, CNT, GYJ, BUY, GAY, NAJ, JUW >
<Data publicly available are marked as 'OPEN' and confidential data are marked as 'CONF' >

O Cultural Heritage in Abroad

Name of cultural heritage (English)+nation(region)+location(find spot, survey area, holding institution)+filming date(manufacturing date)+taxonomic name(abbreviation of department)_serial number + explanation of file + degree of public access

e.g.) Pot_France, Guimet Museum_20091101_ART_0000_pot_OPEN.tiff/jpg

e.g.) Pot_France, Guimet Museum_20091101_ART_0000_pot_CONF.tiff/jpg

<Serial number: the number of digits can be changed depending on the amount of data>

<Taxonomic name: ARC, ART, ACT, ICH, PSV, CSV, NAT, CNT, GYJ, BUY, GAY, NAJ, JUW >

<Data publicly available are marked as 'OPEN' and confidential data are marked as 'CONF' >

Guidelines for Managing the Cultural Heritage Administration Publications (Enactment)

1. Rationale of the Enactment

- To improve individual publishing practices of the Cultural Heritage Administration and its affiliated agencies, these guidelines determine the standards and procedures about planning, editing, printing, distributing, and registering publications;
- and aim to conduct publishing tasks systematically and efficiently and to establish an identity and unity of publications of the Cultural Heritage Administration.

2. Main Contents

a) Managing cooperative publication systems systematically (draft Article 4)

- The Information Team shall be in charge of general tasks on publication
- At the final stage of decision making in the publishing process, each department shall co-operate with the head of the Information Team for his opinions on whether publications comply with the guidelines.

b) Presenting basic principles on publishing (draft Article 8)

- Publications under the same title shall have consistency in the form of publication such as size, types of paper, and chromaticity of covers.
- Publication of the same kind and type shall be published as periodicals in a consistent publishing format and size.

c) Presenting standard publication sizes (draft Article 9)

- The size of publication shall comply with publication standards, but reports, drawings, measurement reports, and research papers can be published either in A4 or B5.
- Bookcases and hardcover boxes are not necessary.

d) Presenting standard editorial system (draft Article 10)

- Secure the identity of the Cultural Heritage Administration by placing the CI of the Cultural Heritage Administration on the front cover.
- Declare basic information such as publishing year and other credits.

e) Presenting publication distributing standard (draft Article 12)

- Manufacture the appropriate amount of publications by devising a distribution plan from the planning stage.
- Distribute appropriate amount of publications as categorising receiving parties as mandatory and optional.

f) Implement declaring publication management number (draft Article 13)

- Simplify the dual process of the current publication management number and ISBN by introducing an integrated system.

Guidelines for Managing the Cultural heritage Administration Publications

Administrative Procedures Guide No. 42, The Cultural Heritage Administration
[Enacted 1st December 2008]

Article 1 (Purpose) These guidelines aim to conduct publishing tasks systematically and efficiently by determining standards and procedures about planning, editing, printing, distributing, and registering publications of the Cultural Heritage Administration and its affiliated agencies.

Article 2 (Definition) The terms used in these guidelines are as following subparagraphs.

1. "Publications" shall mean various book-shaped data (including attached CDs or digital files) such as reports, general surveys, books, white papers, catalogues, regulations, educational materials, and include information about author, editor, publisher, and others. However, simple publications of less than ten pages that are exempt from publication registration shall not be considered a publication.
2. "Publishing departments" shall mean the departments of the Cultural Heritage Administration and its affiliated institutions that publish publications. When an affiliated institution does not have an auxiliary organisation as a unit of a department, the institution itself shall be regarded as the publishing department.
3. "Direct publishing" shall mean the situation in which the Cultural Heritage Administration (publishing department) is directly in charge of publishing procedures such as writing manuscripts, collecting data, editing, printing without a separate contract with an external service provider.
4. "Subcontract/service publishing" shall mean the situation in which the Cultural Heritage Administration (publishing department) makes a contract to publish on the matters on writing manuscripts, collecting data, editing, printing, and others with an external service provider.
5. "Consignment publishing" shall mean the Cultural Heritage Administration (publishing department) makes a separate contract on the matters of writing manuscripts, collecting data, editing, printing, and others with an external service provider and the consigned company (publisher) publish and sell publications.

Article 3 (Range of Application) ① These guidelines apply to each and every stage of publication-related tasks such as planning, editing, printing, distributing, and registering publications produced by publishing departments of the Cultural Heritage Administration.

② Despite Paragraph 1 above, matters on the “General Survey of Cultural Heritage” shall comply with “Basic Policy on Publishing the General Survey of Cultural Heritage” (enacted 12th August 2008).

Article 4 (Department for Overall Control) ① The Information Team shall practice overall control over tasks for producing, publishing, registering, preserving, and managing publications.

② The Information Team leader shall be in control of general publication-related coordination and shall conduct tasks such as those described in the following subparagraphs.

1. Supervising and cooperating with publishing departments in compliance with the guidelines
2. Suggesting complementary measures and opinion for improvement

Article 5 (Publishing Department) ① The head of publishing departments shall consult with the Information Team leader in advance, and cooperate with the leader at the approval stage of publishing plan.

② The head of publishing departments shall comply with guidelines for publications and conduct tasks of following subparagraphs.

1. Applying standard editing system and printing size for publications
2. Managing manufacturing copies, receiving parties, and determining the appropriate amount of distribution
3. Declaring Publications Registration Number, ISBN on publications

Article 6 (Organising and Managing the Editorial Board) ① If necessary, the head of publishing departments can organise and manage an editorial board to conduct publishing-related tasks such as reviewing publications plans, selecting authors and other related persons, and reviewing designs.

② Editorial boards shall consist of staff members in publishing departments, the department in control of general matters and other related civil servants, and, if necessary, external specialists.

③ Editorial boards shall present opinions and advice on matters described in the following subparagraphs.

1. Reviewing publication plans
2. Writing plans and collecting data
3. Editing and printing matters
4. Copyright matters
5. Other matters whether the guidelines for publications are observed

Article 7 (Devising a Publication Plan) ① The head of publishing departments shall devise a publication plan considering matters detailed in following subparagraphs.

1. Reviewing the necessity of publications
2. Purpose of publications and table of contents
3. Project duration and budget
4. Publication standard such as printing size and editing system
5. Matters on direct publishing, subcontracting/service publishing, or consignment publishing
6. Plans for writing manuscripts and data collection
7. Submitting application forms for Publications Registration Number and ISBN
8. Requesting and making a publishing contract
9. Editing and printing publications
10. Delivery and inspection of publications
11. Number of published copies and distribution

② In the case of subcontracting/service publishing or consignment publishing, the head of publishing departments shall state clearly on the contract that the publication procedure should be in compliance with the editorial and printing standard based on the guidelines, and supervise whether the service provider follows the guidelines.

③ The head of publishing departments shall conduct tasks on detailed matters of planning, printing, and distributing based on Appendix 1 Publication Standard. If the standards cannot be observed due to unavoidable reasons, the head shall clearly state reasons on the document (such as the plan) and seek an approval before proceeding.

Article 8 (Basic Principles of Publication) ① Publications under the same title shall have consistency in their format such as the size, editorial system, quality of paper, and chromaticity of cover printing

② The same kind and type of periodical publications in the form of series shall maintain identical publishing format and printing size for unity.

Article 9 (Standard Printing Size) ① The size of publication shall be in the standard size. However, A4 size can be used for various reports, such as drawing reports, measuring reports, and research papers.

② Publications apart from reports can use either A4 or B5.

③ When the standard of guidelines cannot be applied due to the purpose or nature of publications, the printing size can be altered based on Appendix 2 Printing Size Standard.

④ Publications shall be bound on the left-hand side.

⑤ The cover shall be bound in paperback; however, if necessary hardbound cover can be used.

⑥ Bookcases and extra cover wrapping are not necessary.

Article 10 (Standard Editorial System) ① For the same kind of publications, the same font shall be used for the same title.

② The publishing year shall be noted at the centre of the front cover or at the bottom of the spine.

③ If publication serial number (series) is issued, the number shall be noted at the centre of the spine.

④ The CI of the Cultural Heritage Administration shall be placed at the bottom centre of the front cover and at the bottom of the spine.

⑤ The name of publishing departments shall be noted in brackets under the CI of the Cultural Heritage Administration.

⑥ Matters on basic information of copyrights, such as publishing date, publishing institution, and author shall be declared based on Appendix Form 4 Copyright Declaration Standard.

Article 11 (Manuscript Formats) ① The main contents of publications can autonomously be decided according to the nature of publication.

② Matters on the manuscript format shall be noted based on Appendix 3 Example of Manuscript Format

Article 12 (Publications Distribution Standard) ① Publishing departments should consider the appropriate distribution amount from the planning stage based on Appendix 4 Distribution Standard and prevent printing more or fewer than necessary.

② The publication should be distributed appropriately to receiving parties categorised as either mandatory or optional.

③ Publishing departments should submit publications to mandatory receiving parties such as the National Archives of Korea (3 copies), the CHA Archives (3 copies), the National Library (2 copies) and the National Assembly Library (2 copies) fifteen days ahead of the date of publishing. However, only the National Assembly related publications shall be submitted to the National Assembly Library.

④ Publishing departments should manufacture CDs that contain manuscripts of the publication (HWP file) and PDF files, and keep a copy internally and submit a copy of CD to the National Archives of Korea and the CHA Archives respectively.

⑤ Publishing departments shall provide the public with a digital file (PDF) of publication through the Cultural heritage Administration homepage for personal use and public service with the exception of a classified information.

Article 13 (Publications Registration Number and ISBN) ① Publishing departments shall fill out Appendix Form 1 Application Form for Issuing

Publications Number and submit the form to the Information Team a week prior to the expected publishing date, and declare the issued number.

② The publications registration number shall be declared in the upper left side of the front cover based on Appendix Form 2.

③ The ISBN shall be declared at the at the bottom right side of the back cover based on Appendix Form 3.

④ An application form for publications number can be downloaded at the administration portal site of the Cultural Heritage Administration.

ADDENDUM
[1st December 2008]

1. (Date of Enforcement) These guidelines shall enter into force from the date of the proclamation.
2. (Interim Measures) Publications that are planned before the proclamation of these guidelines and under the publishing procedure can follow the existing plan.

[Appendix 1]

Publication Standard

	Categorisation	Report			Others	
		Documentation report	Measurement report	Others (research, survey, etc.)	Illustrated book, regulations, guideline	Others (policy, education, PR, etc.)
General information	Book size	A4	A4	A4	A4 or B5	A4 or B5
	Binding type	Left binding	Left binding	Left binding	Left binding	Left binding
	CD	To be made	To be made	To be made	To be made	To be made
	Case	Unnecessary	Unnecessary	Unnecessary	Unnecessary	Unnecessary
	Hard box	Unnecessary	Unnecessary	Unnecessary	Unnecessary	Unnecessary
Cover	Cover	Paperback	Paperback or hard bound	Paperback or hard bound	Paperback or hard bound	Paperback or Hard bound

	Colour	colour	colour	colour	colour	colour
	CHA CI	Use	Use	Use	Use	Use
	Publishing year	Declaration	Declaration	Declaration	Declaration	Declaration
	Registration number of publication	Declaration	Declaration	Declaration	Declaration	Declaration
	ISBN	Declaration	Declaration	Declaration	Declaration	Declaration
Spine	Publishing year	Declaration	Declaration	Declaration	Declaration	Declaration
	Volume number	Declaration	Declaration	Declaration	Declaration	Declaration
	CI	Declaration	Declaration	Declaration	Declaration	Declaration
Credits	Edition	Declaration	Declaration	Declaration	Declaration	Declaration
Main contents	Contents	Autonomous	Autonomous	Autonomous	Autonomous	Autonomous
	Manuscript formats	Unify	Unify	Unify	Unify	Unify

Receiver	Printing copies	Autonomous based on Appendix 4	Autonomous based on Appendix 4	Autonomous based on Appendix 4	Autonomous based on Appendix 4	Autonomous based on Appendix 4
	Receiver	Autonomous based on Appendix 4	Autonomous based on Appendix 4	Autonomous based on Appendix 4	Autonomous based on Appendix 4	Autonomous based on Appendix 4

[Appendix 2]

Printing Size Standard (Paper)

※ standard size: ISO 216

(mm×mm)

A Series		B Series		C Series	
A0	841×1189	B0	1000×1414	C0	917×1297
A1	594×841	B1	707×1000	C1	648×917
A2	420×594	B2	500×707	C2	458×648
A3	297×420	B3	353×500	C3	324×458
A4	210×297	B4	250×353	C4	229×324
A5	148×210	B5	176×250	C5	162×229
A6	105×148	B6	125×176	C6	114×162
A7	74×105	B7	88×125	C7	81×114
A8	52×74	B8	62×88	C8	57×81
A9	37×52	B9	44×62	C9	40×57
A10	26×37	B10	31×44	C10	28×40

Examples of Manuscript Format

Category	Applied Rules
Year declaration	<ul style="list-style-type: none"> ○ Years are declared in according to the Western calendar in principle, royal calendars and era names are noted in brackets. In bracket, the word 'year' is not noted. - example: 1359AD (Taejo 3) ○ This rule is not applied when the historical situation is emphasised in context.
Notation of foreign characters (in main texts)	<ul style="list-style-type: none"> ○ The main texts shall be written in Korean in principle, but when foreign characters, such as Chinese, are used, they are noted next to the Korean word without space. The size of foreign characters should be smaller than Korean and the upper part of Korean and foreign words should be placed in the same level. - example : 동의보감東醫寶鑑 ○ This rule is not applied when brackets are used for explanation. ○ When the same words are repeated, foreign characters are noted only with the first instance of the word.
Notes	<ul style="list-style-type: none"> ○ Footnotes are used in principle; however, this rule is not applied when the nature of the manuscripts is not applicable for this rule.
Reference	<ul style="list-style-type: none"> ○ References are placed together at the end of the book; however, this rule is not applied when the nature of manuscripts is not applicable for this rule.

<p>Notation of anthroponym</p>	<ul style="list-style-type: none"> ○ When a personal name appears for the first time, the Chinese characters and the years of birth and death shall be noted in brackets. When a pen name appears, its Chinese characters shall be noted in brackets. - example : 미수 허목(眉叟 許穆, 1595 ~ 1682) * The style of ‘미수眉叟 허목許穆(1595 ~ 1682)’ is not used. ○ When the same name is repeated, notes are marked contextually.
<p>Punctuation of the cultural heritage names</p>	<ul style="list-style-type: none"> ○ Locations for CH designation title shall be noted with a space.

[Appendix 4]

Distribution Standard (Examples)

Category	Receiver	Copies		Notes
mandatory receiver	National Archives, CHA archives, National Library, National Assembly Library	3 each	10	National Archives ³ , CHA archives ³ , National Library ² , National Assembly Library ²
	subtotal	10		
primary optional receiver¹	departments of CHA	1 each	19	19 departments
	senior officials at CHA (personal)	1 each	10	administrator, deputy-administrator, directors, head of institutes, university chancellors, museum directors
	related staff in CHA	1 each	15	president, related departments
	institutions affiliated to CHA (institutional use)	1 each	36	25 affiliated institution, 5 regional research institutes, schools, research centres, resource rooms 6
	Korea Cultural Heritage Foundation	1 each	5	presidents, related departments
	Expert committeeman	1 each	90	distribute to subcommittees, many if necessary
	national museums and other important museums	1 each	35	12 national museums ² major university libraries ³

¹ They are not mandatory distributees, but should be prioritised for distribution.

² National Museums: Seoul, Gyeongju, Gwangju, Jeonju, Buyeo, Daegu, Chungju, Gimhae, Jeju, Chuncheon, Jinju, Gongju

³ University Libraries: Konkuk, Kyungpook, Keimyung, Korea, Dongguk, Donga, Myongji, Mokwon, Pusan National, Sogang, Seoul National, Sungkyunkwan, Yonsei, Yeungnam, Wonkwang, Ewha, Chonnam, Chosun, Chungnam National, Chungbuk National, Hannam and Hanyang University and Korean National University of Arts

	metropolitan council, local government	1 each	40	metropolitan 16, local 4
	related institutions (National Institute of Korean History, etc)	1 each	25	3 related institutions ⁴ MOC, National Assembly ⁵ Press 10 ⁶
	related organisations, other parties concerned	2 each	15	authors, photographers, owners, associations, etc.
	subtotal	approx. 290		
secondary optional receiver	trainees, NGOs and agencies abroad (embassies, culture centres)	1 each	400	flexible to the trainees, NGOs, and foreign agencies abroad
	subtotal	400		
storage and use	storage and use	300		
SUM		1,000		

⁴ Related organisations: National Institute of Korean History, the Academy of Korean Studies, Jogye Order of Korean Buddhism (Central Buddhist Museum)

⁵ Ministry of Culture (MCST), National Assembly(NA): Minister, Vice Minister, Director of Culture Policy (MCST), Culture and Leisure Policy Division (MCST), Committee of Culture and Tourism (NA), Expert committee member 2, investigator 2

⁶ Press: Yonhap News, Chosun, Donga, Hangyerye, KBS, MBC, SBS, YTN, KT

[Appendix Form 1]

Publication Number Application Form (Publications Registration Number and ISBN)

Management Number	0000-0000
----------------------	-----------

(issued by Information Team)

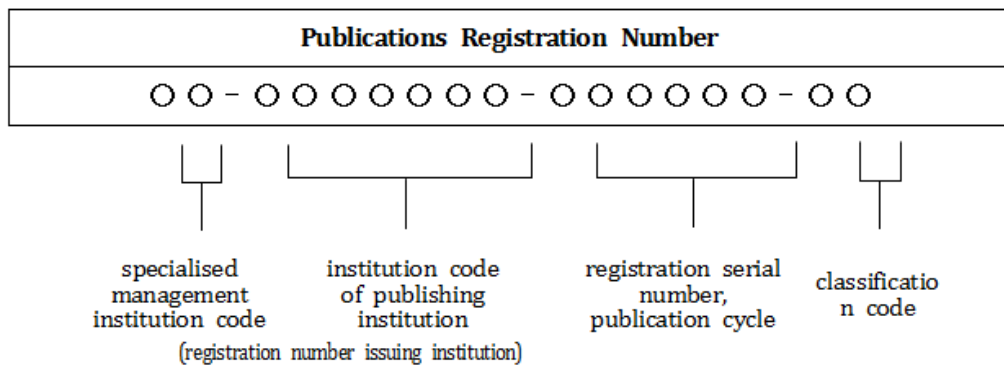
1. Affiliated (publishing) institution*		2. Affiliated (publishing) department*		3. Applicant name*	
4. Email*		5. Tel*		6. Fax*	
7. Title*				8. Volume*	
9. Series title*				10. Series volume*	
11. Author(co-author/translator/complier)*				12. Publication method	Direct () Subcontract () Commission ()
13. Reception date		14. Publications registration number	00-0000000-000000-00		
15. Issue date		16. ISBN	978-89-0000-000-0 00000		
17. Type of publications		18. Use(purpose)			
19. Printing size (mm×mm)		20. Binding*	Hardbound() Paperback()	21. Publication cycle	
22. Budget		23. Price*		24. Publishing media	Book() CD,DVD() book+CD()
25. Printing date*		26. Publication date*		27. Edition*	
28. Number of page*		29. Printing copies*	Copies	30. Number of copies (expected) distributed	Distributed copy Archive copies
31. Internet service of the original text	Agree () Disagree ()	32. Reason for disagreement		33. Public access	Opening() Partial opening () Classified ()

34 Range Of Partial Opening/Classified	PP ~	35. Reason For Partial Opening Or Classified		36. Duration Of Partial Open Or Classified	From - To
37. Synopsis*					
<p style="text-align: center;">I would like apply to be issued a publication number (Publication Registration Number, ISBN)</p> <p style="text-align: center;">Date: Applicant affiliation</p> <p style="text-align: center;">To Administrator of the Cultural Heritage Administration</p>					

Declaration of Publications Registration Number

① Structure of Publications Registration Number

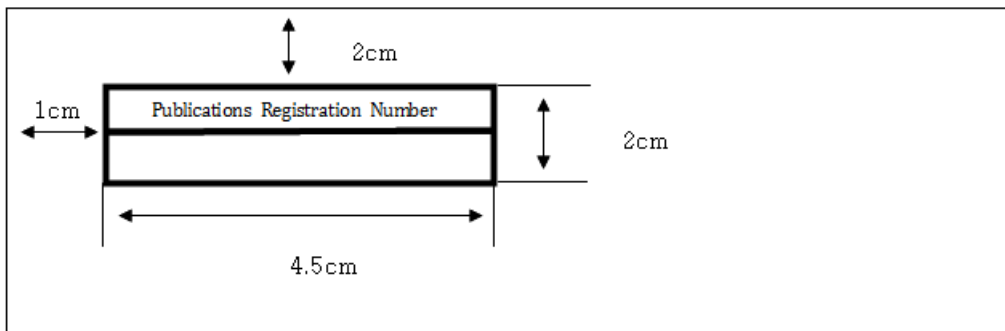
Publications Registration number consists of specialised management institution code, institution code of publishing institution, registration serial number, publication cycle and classification code, of which specialised management institution code, publication cycle and classification code are issued by the head of the National Archives of Korea.



② Declaration of Publications Registration Number

The Publications Registration Number shall be placed at the upper left side of the front cover with a mark of “Publications Registration Number” over the number.

【example of declaration】



The number must be marked as “Publications Registration Number”, and this mark cannot be replaced by ‘Administrative Publications Number’, ‘Government Publications Registration number’ or other titles.

The declaration shall be written in Korean in principle, but can be written in English or Chinese if necessary.

- English: Government Publications Registration Number
- Chinese: 發刊登錄番號


[Appendix Form 3]

	↕ 2cm(space)	
← 1cm(space)	The publications registration number	↕ 2cm
	00-0000000-000000-00	
	↔ 4.5cm	

0000 Cultural Heritage
00 Report (name of series) **Vol.00** (series number)

0 0 0 0 Title

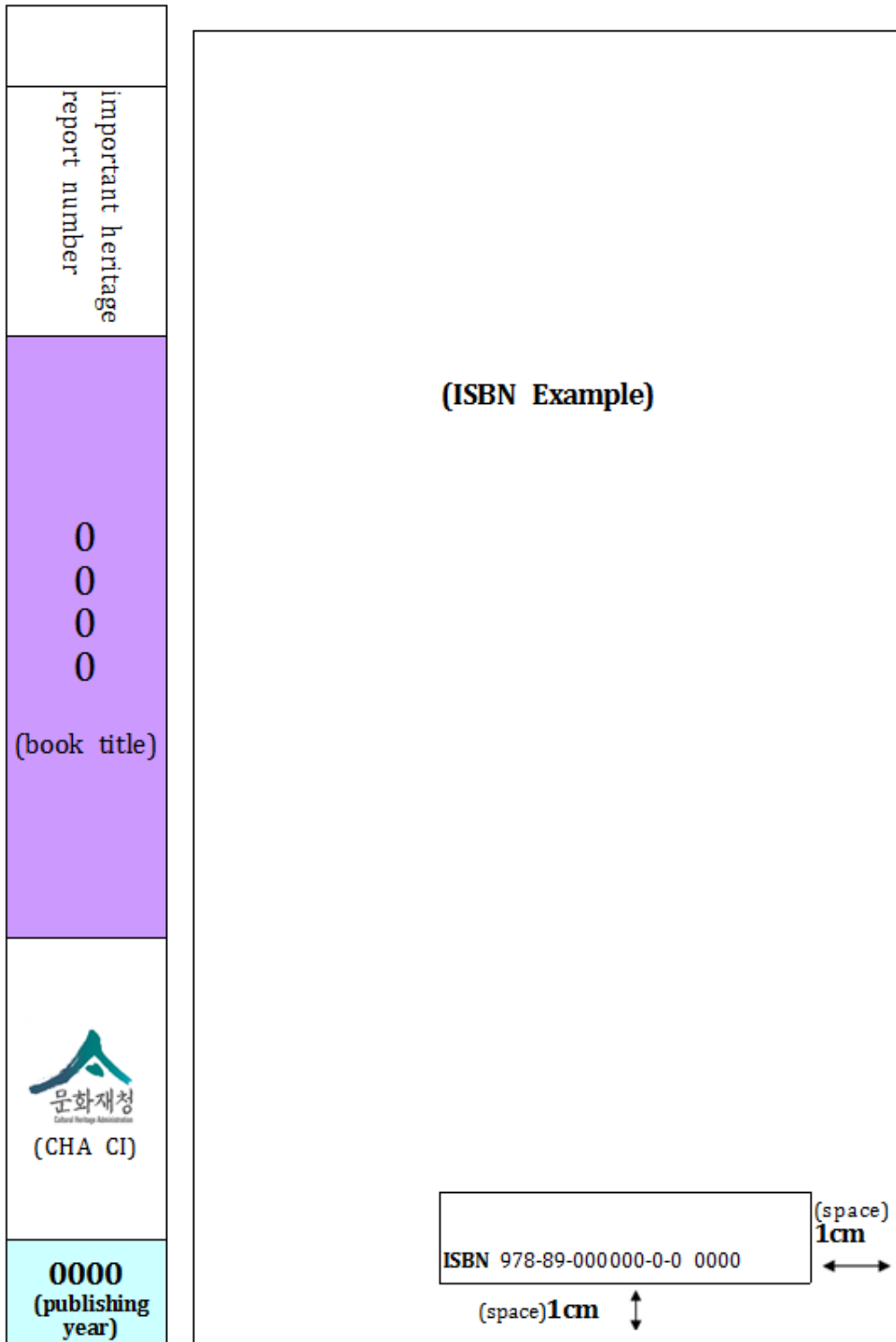
0000 (publishing year)

 문화재청
Cultural Heritage Administration

(00 Researh Institute) ← affiliated institution or department

<spine: side>

<back cover>



[Appendix Form 4]

Copyright Declaration Standard (Example)

(example)

0000 00 (Book title, title)

First edition : 00. 00. 0000.

_ Edition _ Print : 00. 00. 0000.

Published by the Administration

Author, co-author, translator, compiler: 0000

☎ 042-000-0000(<http://www.cha.go.kr>)

Printed by 0000

address 000 000 000

☎ 02-000-0000

※ No part of this publication including texts, drawings, photographs and contents may be reproduced or transmitted without a written permission of the copyright owner.

Publisher

**International Information and Networking Centre for Intangible Cultural Heritage
in the Asia-Pacific Region under the auspices of UNESCO**

Director of the Publication

Samuel Lee

Editor-in-chief

Seong-Yong Park

Editorial Staff

Weonmo Park

Saymin Lee

Tel.+82-42-820-3513

Fax.+82-42-820-3500

Email. ichcap@ichcap.org

Add. 132 Munji-ro, Yuseong-gu, Daejeon 305-380

©2012 International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region

This publication is copyright. No part may be reproduced by any process without written permission.

The contents herewith are entirely the product of the researchers and do not represent the views of ICHCAP.
