

## SANBI POLICY DOCUMENT

DIVISION: Biosystematics Research and Biodiversity Collections	POLICY NUMBER: E2
EFFECTIVE DATE: 1 October 2016	LAST AMENDED: 22 September 2016

### MAKING ELECTRONIC BIODIVERSITY INFORMATION ACCESSIBLE

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#### **Background**

SANBI is mandated to make available information on the biodiversity of South Africa. The Biosystematics Research and Biodiversity Collections Division [BRBC] is a custodian to a large set of data on the biodiversity of southern Africa, housed in the corporate database, BRAHMS.

The Promotion of Access to Information Act (PAIA) Act 2 of 2000 requires that, except in special situations, this information should be made available free-of-charge, in any form (including scans of specimens).

Where information is required for commercial purposes (i.e. where the data will be used for financial gain), a charge may be levied.

If the electronic information (including images) is to be used to generate an income, the information must be paid for.

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#### **Aim of this policy**

To provide guidelines on making electronic biodiversity information accessible.

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#### **Policy**

SANBI undertake to provide biodiversity information by making use of:

- Data requests
- NewPosa website

Images of specimens or photographic material will be made available via the Curator's Office on request.

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## Process

### Data Requests

- Data requested received by individual staff at SANBI Herbaria will be referred to Biodiversity Information and Planning (BIP)
- Requesters must use the BIP Data request forms when submitting data requests(<http://biodiversityadvisor.sanbi.org/online-biodiversity-data/access-and-policy/request-for-data-supplied-by-sanbi/>)

Standard sets of biodiversity data will be made freely available over the Internet.

(See <http://newposa.sanbi.org/> for a data extract.

Authors of publications that use this dataset should cite the dataset in their list of references, as they do for print media.

How to cite this dataset: South African National Biodiversity Institute. 2016. Botanical Database of Southern Africa (BODATSA) [dataset]. doi: to be assigned.)

Database Managers may levy a charge for all non-standard requests (data/information which cannot be downloaded from the website which may include adjusted format or information requirements) for biodiversity information distributed to recipients outside SANBI, through the BRAHMS Information Service

- Non-standard requests would include Biodiversity information not readily available or not stored in BRAHMS or BRAHMS Online.
- BIP will be largely responsible for disseminating electronic data stored in the Division's main corporate database - BRAHMS. This will be done mainly across the internet (BRAHMS Online) with users having direct, free access to the data.

### Images of specimens or photographic material

Requests for images must be sent to the Curator of the respective herbarium.

Image supply will be managed using forms - see Addendum 1 and Addendum 2.

### Sensitive information

**Data on Sensitive species as indicated by the Sensitive species committee will not be made available on the internet.**

Sensitive data or very large, complex data sets must be applied for in writing, either to the BIP information officer or the appropriate Herbarium Information Officer. Where necessary, a handling fee may be levied for this service.

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### **Standard sets of information**

Taxon-level nomenclature information, provincial distribution ranges, plant height, growth form and altitudinal range associated with plant names (information as included in Germishuizen, Meyer, Steenkamp & Keith 2006)

Specimen-level information reflecting plant name, genus and species numbers, locality data at the quarter degree grid level, and most recent year of collection. (Threatened or Protected Species data excluded.)

### **Making available standard sets of biodiversity information**

<b>Topic</b>	<b>Rule</b>
Plants of Southern African names list	A current plant names list for all plants occurring within the Flora of Southern Africa Region (i.e. Botswana, Lesotho, Namibia, South Africa, and Swaziland), according to data available in BRAHMS, shall be published on the BRAHMS Online website This list will be downloadable free-of-charge by any interested parties.
Taxon-level nomenclature information	Taxon-level nomenclature information shall be made available through BRAHMS Online (BOL) as a web page; delimited text in Excel and XML, which include database level keys. This information shall be updated quarterly from BRAHMS. This information will be downloadable free-of-charge by any interested parties.
Taxon-level other information	Provincial distribution ranges, plant height, growth form and altitudinal range associated with the plant names (in other words, information as included in Germishuizen, Meyer, Steenkamp & Keith 2006), shall be made available through the BRAHMS Online (BOL) web page, in the same range of formats as listed above. This information shall be updated quarterly from BRAHMS. This information will be downloadable free-of-charge by any interested parties.
Specimen-level information	Specimen level information reflecting plant name, locality data in the form of $\frac{1}{4}^{\circ}$ grid values, and most recent year of collection shall be made available in database format through BRAHMS Online This information shall be updated quarterly from BRAHMS. This information will be downloadable free-of-charge by any interested parties.
Image level information	Images of specimens to be made available free of charge to interested parties provided the Image Supply Agreement is being signed (See Addendum 1). A record of images will be provided to the requester using the form in Addendum 2.



### IMAGE SUPPLY AGREEMENT

Name: ..... Telephone No: .....(Cell)

Telephone No: ..... (W)

Company / Institute: .....

Facsimile No: .....

Address:.....

Email: .....

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Brief description of project requiring images: .....

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Scans requested of (state genus, species or herbarium sheets): .....

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### CONDITIONS

The Recipient wishes to obtain the Images and use these for the Purpose. The Images supplied by the South African National Biodiversity Institute (SANBI) under this Agreement are and will remain the property of SANBI. By proceeding to use the Images, the Recipient is licensed to use the Images for the Purpose subject to the following terms and conditions.

1. The Recipient shall not use the Images for any purpose other than the Purpose and in particular shall not use the Images for any commercial purpose (except for the Purpose).
2. The Recipient shall not publish the Images (including without limitation on any website), except for publication as part of the Purpose.
3. Where the Images are used by the Recipient, the Recipient shall make clear that the Images are of specimens from the collection of the South African National Biodiversity Institute by including the caption “© **South African National Biodiversity Institute. Reproduced with the consent of the South African National Biodiversity Institute**” (or such other caption as may be mutually agreed in good faith between the Recipient and SANBI).
4. The Recipient shall not copy or pass on the Images to any other person unless this is explicitly agreed to in writing by SANBI.
5. The Images are being supplied to the Recipient with no warranties, express or implied, including any warranty of merchantability or fitness for a particular purpose.



