

Photo: Maskot/Kentaroo Tryman

# Guide to reproduction at higher education institutions<sup>1</sup>

AS STATED IN HEI AGREEMENT (2014)

The right to make copies of copyright protected material is strictly limited by the Copyright Act. To assist teachers in the performance of their profession and students in their learning, a Higher Education Institution (HEI) Agreement has been established by which teachers and students are entitled to a certain degree to make copies and share copyright protected material from Swedish and non-Swedish works, analogue and digital, that have been made public. The purpose of the reproduction must not be to replace publisher-produced compulsory course literature.

*All universities and higher education institutions in Sweden have agreements with Bonus Copyright Access. The agreement gives teachers and students the right to make copies and share copyright protected material for educational purposes.*



# Guide to reproduction at higher education institutions<sup>1</sup>

## ✓ Teachers and students

As a teacher or student, you are allowed to make copies and share copyright protected material for educational purposes. The teacher may instruct someone else to make the reproductions.



## ✓ Copyright protected works

You are allowed to copy and share Swedish and non-Swedish images, texts and musical notations that have been made public, from for example books, teaching materials, the press, digital publications, websites etc.



## ✓ Analogue and digital reproduction

You may make copies for example by:

- Photocopying
- Printing out
- Downloading
- Scanning
- Saving in digital form
- Transferring to the HEI's closed network



## ✓ Sharing via a teaching group

You may share via a teaching group within the HEI for example by:

- Distributing photocopies and printouts
- Sharing via network to which only the HEI's staff and students have access
- Sharing via e-mail
- Projecting and displaying on screen





## The 15/15 rule

- You are allowed to copy and share **15 %**, but not more than **15 pages**, from one and the same analogue original, for example a book, per student per calendar half-year.
- You are allowed to copy material corresponding to 15 A4 pages from one and the same digital publication per student per calendar half-year.



## Name and source

Remember to quote the name of the author and/or photographer and state where the material was copied from. The information on author and source shall be shown in an appropriate way on or in conjunction with the copies.



## Publisher-produced compulsory course literature

You are not permitted to make reproductions from publisher-produced compulsory course literature<sup>2</sup>, although three exceptions apply:

- If such literature includes single works, and only a minor section, not exceeding 15 pages is to be read reproduction is permitted under the 15/15 rule.
- You are permitted to copy single sections for slide presentations (for example in PowerPoint).
- You are permitted to copy single sections for an examination task.



## HEI's other agreements

- If the HEI has entered into other agreement governing the reproduction and use of digitally stored works, the terms and conditions of the other agreement shall prevail.
- To be allowed to copy recorded music, films, radio and TV programmes ("audio works" and "audio-visual works") other agreements are required.
- Copying of computer programs is not covered by this agreement.



## ✓ Musical performance

Copied musical notation, with or without lyrics, may not be used for public concerts. For performances within the scope of the regular education programme, reproduction is permitted (in accordance with other provisions of the agreement) for the student or students and teachers who are to take part in the performance.



## ✓ Exceptions

- Choral material and single parts that form part of ensemble and orchestral material and that are available for hire or purchase may not be copied.
- Teachers and students may not make copies and make available works if a rights holder has filed a prohibition against reproducing and making available of the rights holder's work by either of the parties.



## ✓ Infringements

If you want to reproduce more or share in any other way than is allowed by the licence, permission is required from those who own the copyright to the material – reproduction without permission is an infringement of copyright that may result in a liability to pay damages.



1. The following types of education are covered by the Higher Education Agreement Under the framework agreement with SUHF (the Association of Swedish Higher Education), the agreement applies to education offered under the HEI's auspices:

- Higher education as defined in the Swedish Higher Education Act
- Education that may lead to a qualification in accordance with the Act concerning Authority to Award Certain Qualifications
- Contract education governed by the Swedish Ordinance on contract education at institutions of higher education, or by agreements with the State
- Internal in-service training of the HEI's staff
- Higher vocational education under the Law on Higher Vocational Education
- Foundation year education (higher education access programmes and access programmes at HEIs)

2. Publisher-produced compulsory course literature: course literature produced by a publisher that the student must obtain for examination or that must be studied during the course.

# The agreements gives you certain possibilities in your teaching to...



... **share a copied or scanned article** with your students through the schools closed network, or email copies to your students.



... **share copyright protected material via distance learning** with the schools students.



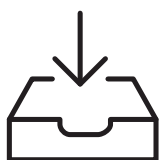
... **use a PowerPoint presentation** in your teaching that contains copyright protected text, images or musical notations.



... **photograph** text, images, or musical notations with a camera, smartphone or tablet for your teaching.



... **scan or copy** pages from a magazine or book.



... **save a** copyright protected image, pdf, text or musical notations.



... **print out** copyright protected material to paper or a pdf-file



... **download and save** copyright protected articles, musical notations and images to your computer or the schools closed network (access allowed for teachers, students and parents).



# Regulated copying helps to maintain the creation of new works

If everyone involved in the world of education is to continue to enjoy access to teaching material that inspires, it is important that copyright should be respected and that reproduction and making available should not be abused.

When BONUS was founded in 1973, it was the first organization in the world set up to license photocopying in education. That year also saw the signing of the first photocopying agreement between the government and representatives of rights holders in all fields of literature and the arts for pictures, words and musical notation.

The agreement was the first of its kind and has served as model for how issues of rights may be handled in the interaction between rights holders and users in society. Ever since then, licensing of copyright has developed as more methods for printing and reproducing are used by authors, publishers and users.

In 2014 we changed name from Bonus Presskopia to Bonus Copyright Access, a change that communicates the idea that current licensing is not only about reproduction but also the opportunity of making digital information resources available.

Bonus Copyright Access makes it possible for schools, businesses, organizations and public authorities to enter into agreements that entitle them, in a virtually technology-neutral way, to reproduce and make available by analogue and digital means. We offer one of the world's most modern and user-friendly agreements for reproduction and making available.



**You can find the full terms of the agreement on our web:**

[www.bonuscopyright.se](http://www.bonuscopyright.se)



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