

Foto: Scandinav, Johnér

# Guide to reproduction at the pre-schools educational activities.<sup>1</sup>

RULES AS STATED IN PRE-SCHOOL AGREEMENT (2018)

The right to make copies of copyright protected material is strictly limited by the Copyright Act. To facilitate the pre-schools educational activities a Reproduction Agreement has been signed that entitles staff and children, 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 Reproduction Agreement is concluded between Bonus Copyright Access member organizations and the Swedish Association of Local Authorities and Regions (SALAR). All municipalities and regions have agreements with Bonus Copyright Access.*



# Guide to reproduction at compulsory/upper secondary schools, in adult education etc.<sup>1</sup>

## ✓ Staff and children

As staff and child, you are allowed to make copies and share copyright protected material for educational purposes. You 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 pre-school's closed network



## ✓ Sharing via a child group

You may share via a child group within the pre-school for example by:

- Distributing photocopies and printouts
- Sharing via network to which only the pre-school's staff, children and guardians 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 child per calendar half-year.
- You are allowed to copy material corresponding to 15 A4 pages from one and the same digital publication per child 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 teaching materials**

Reproduction from publisher-produced teaching materials is allowed only to supplement such publisher-produced educational materials that are normally used during educational activities.



## ✓ **Exceptions and other**

- Staff and children may not make copies and make available works if a rightsholder has filed a prohibition against reproducing and making available of the rights holder's work by either of the parties.
- Replacement or reduction of new acquisition of publisher-produced teaching materials by use of copies made from such teaching materials is not permitted.
- Publisher-printed single-use materials may not be reproduced.
- Choral material that is sold separately may not be reproduced.
- Single parts that form part of instrumental ensemble and orchestral material and that are available for purchase or hire may not be reproduced.



## ✓ Other pre-school agreements

- If the pre-school 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. If the concert is for the pre-school's children and the children's relatives, reproduction is permitted (in accordance with other provisions of the agreement) for the child or children and staff who are to take part in the performance. The agreement does not confer the right to make copies for the audience.



## ✓ Infringements

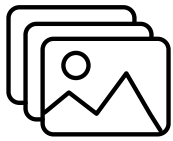
If you want to reproduce more or share in any other way than is allowed by the licence, permission is required from those who own the copyright to the material – reproduction without permission is an infringement of copyright that may result in a liability to pay damages.



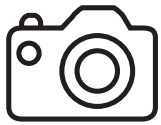
1. The Reproduction Agreement is signed by Bonus Copyright Access' member organizations and the Swedish Association of Local Authorities and Regions. The rules in the agreement also apply to independent schools and independent pre-schools that have an agreement with Bonus Copyright Access. The full text of the terms and conditions of the agreement and general information on copyright etc. are available at: [www.bonuscopyright.se](http://www.bonuscopyright.se)

In any dispute as to the meaning of the information in this brochure, the Swedish version shall prevail.

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



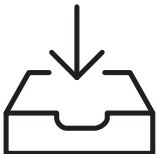
... **use a PowerPoint presentation** in your teaching that contains copyright protected text, images or musical notations.



... **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, children 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)



Photo: Scandinav

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