

# **Guide to Reproduction at Compulsory/Upper Secondary Schools, in Adult Education etc.**



# Guide to Reproduction

at Compulsory/Upper Secondary Schools, in Adult Education etc.<sup>1</sup>

*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 pupils in their learning, a School Reproduction Agreement has been established by which teachers and pupils 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 teaching materials.*

## Teachers and pupils

As a teacher or pupil, 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 school's closed network

## Sharing via a teaching group

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

- Distributing photocopies and printouts
- Sharing via network to which only the school's staff, pupils and guardians have access
- Sharing via e-mail
- Projecting and displaying on screen

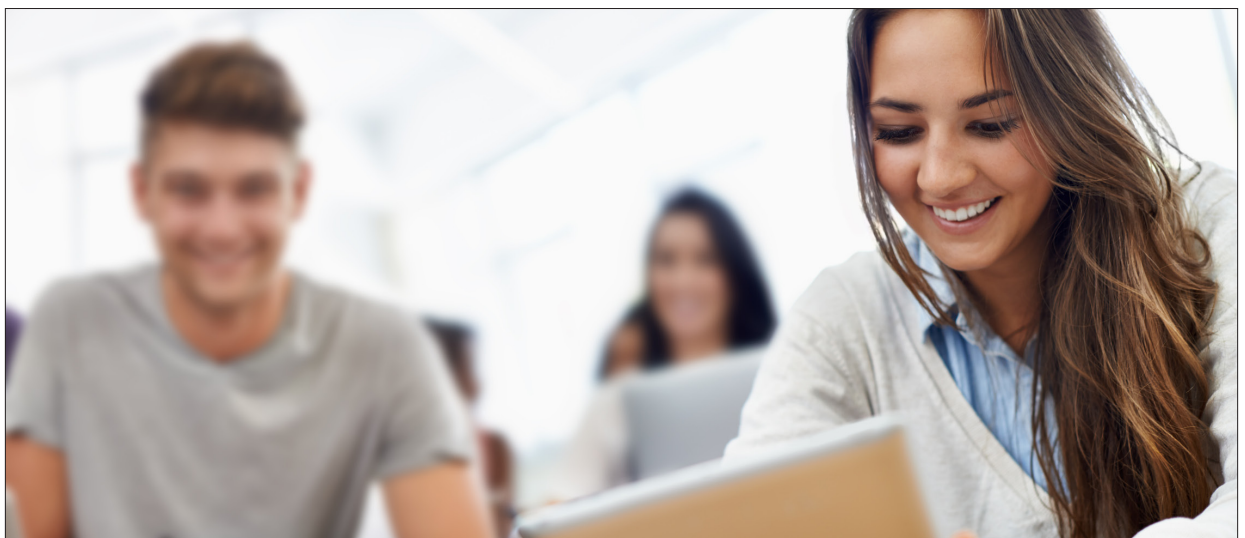


## The 15/15 rule

- 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 pupil per calendar half-year.
- You are allowed to copy material corresponding to 15 A4 pages from one and the same digital publication per pupil per calendar half-year.

## Name & 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 teaching.

## Exceptions

- Teachers and pupils 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.
- 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, but you are allowed to copy a single question or practice task for an examination.
- 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 school agreements

- If the 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 school's pupils and the pupils' relatives, reproduction is permitted (in accordance with other provisions of the agreement) for the pupil or pupils and teachers 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.

<sup>1</sup>The following types of school and educational activity are covered by the School Reproduction Agreement.

In municipalities:

- Municipal pre-schools
- Municipal pre-school classes
- Municipal compulsory and upper secondary schools
- Municipal adult education and post-secondary education
- Municipal Education in Swedish for Immigrants (SFI)
- Municipal higher vocational education
- Municipal special schools for pupils with learning disabilities

In county council and regions:

- County council and regional upper secondary schools
- County council and regional folk high schools and adult education
- County council and regional higher vocational education

In the independent school sector, similar education and types of schools are covered at the independent 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 under the tab Education at:  
website: <http://en.bonuscopyright.se>  
Phone: (Int. +)-46-8-545 429 00  
Email: [info@bonuscopyright.se](mailto:info@bonuscopyright.se)

**bonus**  
COPYRIGHT ACCESS



The Swedish Association of Local Authorities and Regions (SALAR) s  
Website: <https://skl.se/english>



The Swedish Association of Independent Schools  
Website: [www.friskola.se/in-english](http://www.friskola.se/in-english)



# 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 Pressskopia 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.



Bonus Copyright Access is a member-owned organization that promotes the rights holders' economic and moral rights by providing:

- o Negotiation of agreements on reproduction
- o Dissemination of information on copyright and agreements on reproduction and making available
- o Collection, administration and distribution of remuneration from reproduction and making available
- o Monitoring compliance in copyright in the relevant areas of agreements
- o Monitoring of developments in copyright and reproduction

*Member organizations:*

Swedish Picture Suppliers Association, The Swedish Association of Educational Publishers, The Association of Swedish Illustrators and Graphic Designers, The Society of Swedish Composers, The Swedish Union of Journalists, The Swedish Artists' National Organisation, The Swedish Association of Educational Writers, The Swedish Music Publishers Association, The Association of Swedish Professional Photographers, The Swedish Publishers' Association, The Swedish Writers' Union, The Swedish Society of Songwriters, Composers and Authors, The Swedish Magazine Publishers Association and The Swedish Media Publishers' Association