

Guide to Reproduction

at the Preschools Educational Activities



Guide to reproduction at the Preschools Educational Activities¹

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.

Staff and children

As staff and child, you are allowed to make copies and share copyright protected material for educational activities. 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.

Publisher-produced teaching materials

Reproduction from publisher-produced teaching materials



The photographs
on the cover
and pages 2-3:
Thinkstock,
Getty Images

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



Exceptions and other

- Reproduction and use of reproductions from published teaching materials is not allowed for the replacement of or reduction in new acquisition of publisher-produced educational materials.
- Single-use materials may not be copied.
- 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.
- The Agreement does not confer the right to make adaptations of copyright protected works.
- Staff and children 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

Other pre-school agreements

- If the pre-school has entered into other agreement governing 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.

Name & source

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



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.



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 on www.en.bonuscopyright.se. In any dispute as to the meaning of the information in this brochure, the Swedish version shall prevail.



Bonus Copyright Access
www.en.bonuscopyright.se



The Swedish Association of Local Authorities and Regions (SALAR)
www.skl.se



The Swedish Association of Independent Schools
www.friskola.se

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.



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