

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



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 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.
- 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 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 and 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 photographs on the cover and pages 2-3: Gettys Images

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