

# Use of Images, Texts and Musical Notations in Teaching

**HEI Agreement**

# The agreement applies to all HEI

- The agreement applies to higher education as defined in the Higher Education Act and education that may lead to a qualification under the Act concerning Authority to Award Certain Qualifications
- The agreement also covers contract education governed by the Ordinance on contract education at HEI or by agreements with the State and internal in-service training of the HEI's staff
- The agreement applies to Higher Vocational Education under the law on Higher Vocational Education and the Ordinance (2002:763) on higher education access programmes and the Ordinance (2007:432) on access programmes at HEI

# Make copies and share for teaching

- Teachers (any person who exercises an educational function in teaching) and students may make copies and share copyrighted material
- Copied material may be used for teaching in a teaching group within the HEI
- The size of the teaching group can vary but is always limited to the HEI
  - The agreement also covers distance learning within Sweden

# Swedish and foreign works

- Swedish and foreign texts, images and musical notations may be copied and shared
  - For example, Swedish and foreign copyrighted material from websites, digital publications, newspapers, magazines, journals, teaching materials, textbooks, scientific journals or other published materials etc.
- Audio and moving images are *not* covered
  - The agreement does not give the right to copy (record, download, etc.) moving images and recorded works, e.g. radio and TV programmes, films, audio files, sounding music, computer programs
  - License for such use is concluded with among others Stim / Sami / IFPI and Copyswede

# Digital and analogue copying

- Teachers and students may
  - Download
  - Photograph
  - Print out
  - Scan
  - Copy in the copier
  - Save digitally, e.g. on USB or on a closed network to which only the HEI's staff and students have access
  - Copy for use in presentations, e.g. PowerPoint
- As teacher you can also instruct someone else to make the copies

# Share via a teaching group

- Copied material may be shared in a teaching group within the HEI
  - Made available and shared on a closed network to which only the HEI's staff and students have access
  - Shared via e-mail
  - Projected, shown on the monitor or otherwise presented
  - Distribution of paper copies (photocopies and printouts)
- The size of the teaching group can vary but is always limited to the HEI
  - The agreement also covers distance learning within Sweden

# How much you may copy

## Digital – corresponding to 15 A4 pages

Download, print out, photograph etc.  
corresponding to 15 A4 pages

- Per original
- Per student
- Per calendar half-year

## Analogue – 15/15-rule

Copy in the copier and scan as much as  
15 %, but not more than 15 pages

- Per original
- Per student
- Per calendar half-year

As many copies as are needed to provide one for each student and a few for the teacher

As a teacher you may make one (1) copy for your personal use of a book in the form of a paper copy – however, you may not scan a whole book or save an entire book in digital form

# Publisher-produced compulsory course literature\*

- May not be copied, although three exceptions apply
  - If such literature includes single works, and only a minor section not exceeding 15 pages is to be read, copying is permitted under the 15/15 rule
  - You are permitted to copy single sections for presentation slides (e.g. in PowerPoint)
  - You are permitted to copy single sections for examination task

\* Publisher-produced compulsory course literature is literature produced by a publisher that the student must obtain for examination, or that must be studied during the course



# Choral material and single parts

- Choral material and single parts
  - Such material that form part of ensemble and orchestral material and that are available for hire or purchase may not be copied

# Music 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, copying 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

# HEI's other agreements

- If the HEI has entered into other agreement governing the copying and use of digitally stored works, e.g. library database licenses, 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 audiovisual works) other agreements are required, among others with Copyswede, Stim/Sami/Ifpi
- Copying of computer programs are not covered by this agreement

# Remember name and source!

- The author's moral rights shall be respected when copyrighted material is copied and shared
  - The name of the author and/or photographer shall be shown in an appropriate way on or in conjunction with the copies produced
  - Details of where the material was copied from (source) shall be shown in an appropriate way on or in conjunction with the copies produced

# To copy and share more or in any other way

- Obtain permission from all rights holders
  - E.g. from Swedish/foreign author, translator, image creator, publisher etc.
  - Estates or heirs may need to be contacted
- On Bonus Copyright Access website you will find guidance  
<http://en.bonuscopyright.se/pages/Otherpermission>

# en.bonuscopyright.se

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info@bonuscopyright.se

+46 8 545 429 00

You are always welcome to contact us at Bonus Copyright Access if you have questions about the HEI Agreement or copyright questions related to the text and image based sector.

You will also find information on our website [en.bonuscopyright.se](https://en.bonuscopyright.se)