

WHO-WHAT-WHERE

APPLIES TO BOTH TEACHERS/INSTRUCTORS AND STUDENTS COPYING FOR EDUCATIONAL AND RESEARCH PURPOSES

WHO ARE WE?

Copydan Writing is the link between the people who copy texts and sheet music and the people who make a living by writing and publishing written works.

We conclude agreements regarding copying with educational institutions, so that teachers/instructors do not need to request permission from authors and publishers every time they make a copy – as is generally required according to the Danish Copyright Act.

Read more about the **WHO-WHAT-WHERE** guide of copying on kopitilundervisning.dk

WHAT MAY YOU COPY?

The most you may copy from one material is

20% max. 30 pages
per student per half year.

But always 4 pages, no matter how many pages the material consists of.

- **All types of published texts:** books, sheet music, lyrics, journals etc.
- **Printed as well as digital material:** books, websites, e-books etc.
- **Both Danish and foreign publications**

WHAT MAY YOU NOT COPY?

- You may photocopy and print newspapers, but not scan or make a digital copy.

WHERE?

Where and how you copy is up to you. You may use a photocopying machine, printer, PC or other digital devices. All you need to remember is 20 % max. 20 pages.

Copying is:

- **Photocopying**
From paper to paper.
- **Scanning and printing**
From paper to digital file.
From the Internet and other digital media to paper.
- **Digital copying**
From one digital format to another.
You may copy-paste, download or otherwise make a digital copy from digital media and files, such as websites, e-books, CD-ROMs and PDF files.

How to share digital copies with the pupils:

- **The school's password-protected intranet** is the only place where you may save or upload digital copies. They may not be e-mailed, shared on Facebook or other media.
- **Interactive boards**
The copies may be shown on Smartboards, iPads and the like.