

Guidelines to the university agreement

What and how much can you copy with the university's copying agreement.

The content on page 1 and 2 provides an overview of what you can copy with the university's copying agreement. Pages 2-6 will allow you to study the various areas of the agreement in detail.

Main rule

From text or sheet music material you may copy:

20 percent max. 50 pages per student per half year.

You may always copy up to 4 pages, irrespective of the total length of the material. If, for instance, you want to make copies from a 6-page booklet, you may copy 4 pages, even though 4 pages are more than 20 percent of the total number of pages.

If you have any doubts as to how to calculate the number of pages for e.g. a website, anthology or a collection of journals, see page 4.

The rule is per student

The number of pages you may copy is stated per student per half year per material. This means that one student may only get access to 20 percent max. 50 pages of e.g. a book in one half year.

Materials and media from which you may copy

All types of published texts and sheet music, both Danish and foreign publications and digital as well as printed media, such as e.g.:

- Books
- Journals
- The Internet
- Newspapers (may only be photocopied and printed)
- E-books (no digital copying is permitted if the e-books are on this list: [List of e-books](#). But you may print them)
- Blogs
- Collections of poems
- Song and music books
- ...and much more.

When you make copies, always remember to state the source, i.e. title, author(s), publisher and year of publication. This applies to digital copies as well as photocopies.

Please note:

- *Newspapers:* May be photocopied and printed – not scanned or digitally copied
- *Licences and subscriptions:* You are always permitted to print or make a photocopy of journals and other licence-based, digital publications with which the university has an agreement. But digital copying is only permitted in compliance with the individual licence.

To whom do the rules apply?

All employees and students at the university are covered by the copying agreement with Copydan Writing. They may therefore make copies according to the rules described in these pages.

Prohibition issued

If copies for administrative use are made at the university, i.e. copies that are not to be used in connection with education, works listed at www.tekstognode.dk/nedlagtforbud may not be digitally copied. But the material may be photocopied.

The reason is that certain rightsholders may wish for their material not to be digitally copied for other purposes than educational purposes.

Digital copying or photocopying?

Choose how you want to copy

We do not distinguish between analog (photocopying and printing) and digital copying of texts and sheet music. When we use the word "copying", it therefore covers several methods of copying:

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

All you need to remember is 20 percent max. 50 pages and that digital files may only be shared with the students on the university's password-protected learning platforms.

This is how you may share digital copies with the students:

Intranet

- Digital copies may only be saved/uploaded and shared with the students on the university's password-protected intranet.
- The platform must be managed by the university, which must i.a. control the access to the material so that only employees and students associated with the institution have access to the material. The university must also have an overview of the content and be able to remove material from the platform. This means that digital copies may not be shared via e-mail, text messages and services such as e.g. Facebook.
- Students and employees may have access to the material as long as they are associated with the institution.

Interactive boards

- You may always display the copied material on interactive boards such as e.g. Smartboards – preferably via your iPad or other mobile units.

Source must be stated on copies

The title, author(s), publisher and year of publication must appear from the copies. This applies to digital copies as well as photocopies. For instance, you may enclose the title page or the colophon with the copies or add the information by hand.

How to calculate the total number of pages

You may copy 20 percent max. 50 pages per student per half year. The number of pages depends on the total number of pages in the material in question.

Total number of pages in material	20	30	40	50	60	70	80	90	100	120	140	160	180	200	220	240	250 and more
Number of pages you may copy	4	6	8	10	12	14	16	18	20	24	28	32	36	40	44	48	50

Total number of pages in material

You may make copies of various types of material from different media. It may sometimes be difficult to determine the total number of pages. Below we have enclosed a couple of examples of how to find the total number of pages.

A book: The total number of pages in the book. This is the number of pages you use to calculate the 20 percent max. 50 pages.

A journal: 20 percent max. 50 pages of the total volume for the year in question, i.e. your calculation is based on all issues of the journal published in the calendar year in question, not only on the individual issue of the journal.

A website: If the file is a separate file, e.g. a PDF file uploaded to a website, the 20 percent max. 50 pages is based on the total number of pages in the file. If the pages are ordinary contents pages on a website, it may be difficult to determine the number of pages on which to base the 20 percent max. 50 pages. The general rule is that you may use what corresponds to 50 printed pages.

An anthology: An anthology, i.e. a collection of works, e.g. a collection of poems, a song book or a collection of scientific articles, is considered to be one work. This

means that you may copy 20 percent max. 50 pages based on the total number of pages in the anthology. In this connection the poem is not considered to be an individual work. Therefore, the number of pages to be used in the calculation is the number of pages in the anthology as a whole.

Pictures: Pictures used in connection with text in the material may be copied. In this connection, pictures are regarded as ordinary pages of text. However, you may not "cut away" the text so that the pictures are isolated in the copies. In other words, pictures must be copied in the connection in which they appear.

Newspapers may not be digitally copied or scanned

The copying agreement with Copydan Writing only covers photocopying and printing of newspapers. If you need to make digital copies from newspapers, you must find out whether you may do so under any licence to InfoMedia which the university may have.

Licences to digital text and educational material?

You are always permitted to print or make photocopies of journals and other licence-based, digital publications with which the University has an agreement. Digital copying of these is only permitted in compliance with the individual licence.

Material written and developed by you

If you have developed compendia, PowerPoint presentations, assignments, texts and the like for your students, you are free to copy such material. If you enclose text material from other sources (from books, websites etc.) in your own material, you must follow the 20 percent max. 50 pages rule for this material. Remember to state the source.

If you have developed material that has been published, such material is, of course, protected by the Danish Copyright Act.

Copying by the students

Students must follow the same rules for copying as apply to the institution's employees when they make copies in connection with the instruction. For instance, when they copy:

- for educational purposes – photocopies for distribution or digital copies to be uploaded to the university's intranet
- for use in assignments

The university is responsible for ensuring that both employees and students comply with the provisions of the agreement.

Do you want more information?

If you want to know more about the Danish Copyright Act or about what is permitted in relation to copying of film, television, music, pictures etc., you may read more at the [website of the Danish Ministry of Culture](#).

Contact us

We would be very pleased to help you if you have any questions regarding the agreement, reporting or invoicing. So please feel free to contact one of our employees below:

Questions concerning the agreement and invoicing etc.

Hanne Glud Konradsen, agreements consultant
hgk@copydan.dk or telephone (+45) 3544 1494

Legal questions relating to the agreement

Susanne Munk Knudsen, legal consultant
smk@copydan.dk or telephone (+45) 3544 1477

Questions concerning reporting

Susanne Beck Andersen, researcher
sba@copydan.dk or telephone (+45) 3544 1465

Marlene Hansen, researcher
mha@copydan.dk or telephone (+45) 3544 1463