

# GUIDELINES WHEN COPYING FOR EDUCATIONAL AND RESEARCH PURPOSES

## HOW MUCH?

**UP TO 20 %** of any material may be copied, subject to **A MAXIMUM OF 50 PAGES** of the same material per student in any one half-year period.

Four pages may always be copied regardless the length of the material.

## WHAT KIND OF MATERIAL?

You can copy from:

- **ALL TYPES OF TEXTS**  
Books, sheet music, lyrics, journals etc.
- **BOTH DIGITAL AND PRINTED MEDIA**  
Books, webpages, E-books etc.
- **BOTH DANISH AND INTERNATIONAL PUBLICATIONS**

## EXCEPTIONS TO THE RULE

- One-off materials may not be copied.
- Newspapers may only be photocopied and printed – not scanned or digitally copied.
- E-books may not be digitally copied if listed on [www.tekstognode.dk/ebog](http://www.tekstognode.dk/ebog) - Printouts are always permitted.
- Digital learning materials licensed by publishing houses may be copied according to the guidelines above.  
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## WHAT IS A COPY?

- **Photocopying:** From paper to paper.
- **Scanning and printing:** From paper to digital files. From the internet and other digital media for print out on paper.
- **Digital copying:** From one digital format to another digital format. You may copy paste, download and otherwise copy from digital media and files such as webpages, E-books, CD-ROMs and PDF files.

## HOW TO SHARE:

### THE WAY TO SHARE YOUR DIGITAL COPIES WITH THE STUDENTS

- Digital copies may only be up- and downloaded in your institutions' password protected learning management system (LMS).
- Digital copies may be shown on interactive boards such as SmartBoards, iPads and similar devices.