

# WHO-WHAT-WHERE

APPLIES TO BOTH TEACHERS AND STUDENTS

## 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](http://kopitilundervisning.dk)

## WHAT MAY YOU COPY?

**The most you may copy from one material is**

**20% max. 20 pages**  
per student per school 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.
- Single-use materials may not be copied.

## WHERE?

Where and how you copy is up to you. You may use a photo-copying 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.