

THE KOPIOSTO COPYING LICENCE

**Universities and
universities of applied sciences**



Kopioisto

The Kopiosto copying licence makes it easier to use works

The Kopiosto copying licence is a useful tool for teaching. It makes it possible to partially photocopy and digitise printed publications, print out digital materials, and copy and use online materials as course material in teaching and as a part of the material created by lecturers, teachers or other educators themselves. The copying licence makes it possible to include topical material conveniently in the course material. The copying licence facilitates the use of works for translation and adaptation exercises in teaching situations.

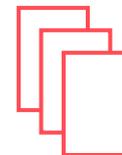
In addition, the copying licence allows for smooth copying and use of printed publications and online materials in the research activities of the university or other higher education institution.

More information about the licences and the possibilities they offer:
www.kopiosto.fi

THE KOPIOSTO COPYING LICENCE MAKES IT POSSIBLE TO

- supplement and animate teaching
- compile additional course material using excerpts from different publications and online materials
- copy images and text as a part of a teacher's own teaching material
- realise blended learning in the form of online courses
- save and share material on the course platform
- use various materials for translation and adaptation exercises
- copy and save text and image materials for research use, such as data mining.

The Kopiosto licences make it possible to compile digital course materials.



Digitising and collecting course material from online for teaching

The Kopiosto copying licence covers the scanning, printing and digital copying of works in addition to photocopying. With a copying licence, lecturers, teachers and other educators can copy or scan parts of Finnish and foreign books, newspapers or other publications as course material or as a part of their own teaching material such as presentation slides. The same right to copy also applies to students and the assignments and theses they create. The Kopiosto copying licence also allows the copying and scanning of sheet music and song lyrics.

Images and text material can also be copied from Finnish and foreign websites. The material being copied must be available on the website freely and with permission. If the material is subject to a fee, or if it is subject to a licence or other right of use such as Creative Commons licence, the material may be used in accordance with its own licence terms and terms of use. However, the Kopiosto copying licence permits the copying of extracts from electronic books as well as articles from digital publications published by certain US-based publishers. A list of these publications can be found on Kopiosto's website www.kopiosto.fi/opt-in.

The Kopiosto copying licence also makes it possible to compile a course material package consisting of several scientific articles and extracts from various publications. The copied materials can be shared with students on a closed course platform and as handouts or via email.

THE KOPIOSTO COPYING LICENCE DOES NOT ALLOW THE COPYING OR DIGITISATION OF

- music, moving images or computer games
- workbooks, exercise books and books containing the solutions
- international standards
- Finnish scripts of plays
- material that is subject to a fee or its own licence terms or terms of use
- works shared by private individuals on social media, such as message boards, blogs and image sharing services
- materials the copying and use of which the copyright holder has prohibited. A list of such materials can be found on the Kopiosto website www.kopiosto.fi/exclusions.



Use of works in research

Copying works and publications can be copied for scientific or artistic non-commercial research within the extent required for the purpose, if copying the work is necessary to further the research. External funding alone, such as EU or Tekes funding, does not make the research commercial. The Kopiosto copying licence enables the copying of large masses of text and even complete publications for research, to be used for purposes such as data mining. For the duration of the research, the copies created for research can be saved on a closed network where they are available to the research group for which the copies were made, and they can be sent to the research group via email.

When the research has been completed, the copies made for the purpose can be stored for the time required by law or other regulations. The copies made for a specific study can be stored longer after the study is complete for verification of the study or later research in a closed, certified archive in a manner agreed upon separately with Kopiosto. One such agreement has been made with the Finnish Social Science Data Archive of the University of Tampere.

The material being copied must be available on the website freely and with permission.



Examples how can you use material in teaching

Compiling an online course

For online courses, a Kopiosto copying licence allows for the copying and scanning of a variety of materials from books, newspapers and the internet, such as pictures, scientific articles, and extracts from books and research reports. For the duration of the course and the related examinations, the copied materials can be saved on a closed course platform where they are available to the course participants.

After the course has ended, the course platform can be saved and reused during the next academic year, if the university or other higher education institution has a valid copying licence.

Different kinds of materials from the internet, such as videos, can also be linked to on the course platform. Creating direct links to material legally available online is permitted.

A recording can also be made of a teaching situation. Works within the Kopiosto copying licence that are shown or presented during the teaching situation can be saved in the recording, which can be shared over a closed network with the course participants either as a live broadcast or as a recording. The lecturer, teacher or other educator must also consent to the recording of the teaching situation.

If the aim is to publish the online course or the materials distributed on the course on the open internet, separate permission is required to publish the materials used on the course that were created by other parties.

Creating teaching material

The Kopiosto copying licence allows for the copying or scanning of materials such as images, graphs, tables and comics and including them as a teacher's own teaching material, such as presentation slides. Images and text extracts can be copied from any Finnish or foreign publication and from a website, where using the material does not require logging in or obtaining a licence or other right of use. The teaching material can be used during teaching situations and shared with students on a closed platform.

Materials created by the lecturer, teacher or other educator themselves that contain images or other materials with a Kopiosto copying licence, can be saved on the closed network of the university or other higher education institution so that they are also available to its other personnel. The material can be reused if the university or other higher education institution has a valid copying licence. The person who created the material must also consent to the saving and reusing of the material.



Examples how can you use material in teaching

Copying sheet music

The Kopiosto copying licence also facilitates the copying and scanning of sheet music and sheet music publications for teaching and research use. A maximum of 10 pages per publication of sheet music and song lyrics can be copied. The Kopiosto copying licence does not allow the copying of sheet music for choirs, bands and orchestras for any other purpose than the teaching and research of music theory.

Scanned and copied sheet music can be saved on a closed course platform, where it is available to the course participants.

Sheet music material can also be compiled by copying or scanning various sheet music publications for purposes such as level exams.

The copying licence allows for the use of sheet music copies for free-of-charge events organised by the university or other higher education institution, where the audience mainly consists of the staff, students and their friends and family.

Practising translation and adaptation

With a Kopiosto copying licence, a language course teacher can copy materials such as Finnish or foreign newspaper articles or extracts of short stories for translation exercises for the use of the course participants in teaching situations.

Images, tables and graphs for assignments and theses

Published works can be quoted in accordance with good practice and within the extent required for the purpose. The quotation must be related to the issue discussed by the party using the quotation in their own text or presentation. The permission of the author is not required for the use of a permitted quotation. Therefore, students can include graphs or tables from online or books in their theses to illustrate and explain matters discussed in their own text. Illustrating a thesis does not fall within the scope of the right to include quotations. However, with a Kopiosto copying licence students can always include images, tables and text material in their theses and assignments even if the requirements for a quotation are not fulfilled, as long as theses are not published or shared over the open internet.

A Kopiosto copying licence allows for

per student during a course

	TEXT AND IMAGES	SHEET MUSIC AND SONG LYRICS
PHOTOCOPYING 	<ul style="list-style-type: none"> • 20 pages per publication; a maximum of half of the publication • 10% of an SFS standard; a maximum of 20 pages 	<ul style="list-style-type: none"> • 10 pages per publication; a maximum of half of the publication
SCANNING 	<ul style="list-style-type: none"> • 20 pages per publication; a maximum of 20% of the publication • an entire article from a scientific journal • 10% of an SFS standard; a maximum of 20 pages 	<ul style="list-style-type: none"> • 10 pages per publication; a maximum of half of the publication
PRINTING OUT, SAVING AND COPYING MATERIAL THAT IS AVAILABLE ONLINE FREELY AND WITH PERMISSION 	<ul style="list-style-type: none"> • 20 images or pages corresponding to A4 size when printed out per website • an entire article from a scientific journal • 20 pages of an electronic book; however, a maximum of 20% of the publication 	<ul style="list-style-type: none"> • 10 pages corresponding to A4 size when printed out per website

KOPIOSTO

Kopioisto is a joint copyright organisation for authors, publishers and performing artists. Kopioisto facilitates the use of material protected by copyright by granting licences for copying and digital use as well as the use of audiovisual works. Kopioisto distributes the copying remunerations on to the authors and publishers of the works.

EDUCATION ABOUT COPYRIGHT

Kopioisto provides education about copyrights and licences for educational institutions. You can find out more by contacting the address: neuvonta@kopiosto.fi.

KOPIRAITTILA SCHOOL

Gamified online materials for learning and teaching about copyright available online for free: www.kopiraittila.fi/academy



More information about copyrights and licences for educational institutions in English: www.kopiosto.fi

