

Licence terms for the partial copying of works and publications protected by the Finnish Copyright Act (404/61) for the internal use of an organisation.

Section 1 Scope of application

These licence terms apply to companies and other communities.

Section 2 Permissible purpose of use

Copies made with a licence in accordance with these licence terms may be used for the licensee's internal use.

Internal use refers to administrative use by the licensee, such as internal communications, research, planning or archiving, as well as training and consultation activities for the limited audience, which mainly consists of the licensee's personnel.

This licence does not allow for the distribution or publishing of the copies online or in a printed publication or the use of the copies in other publishing activities. These licence terms do not apply to training or consultation organised for persons other than the licensee's personnel, for which a separate copying licence is required.

Section 3 Works covered by the licence

This licence allows, under the terms set out below, for the partial copying of

- Finnish and foreign books and other printed publications and images therein,
- articles in newspapers, magazines and scientific publications,
- musical notations, song lyrics and sheet music publications,
- RT files and SFS standards,
- catalogues and similar,
- literary works published in electronic format (electronic books), such as fiction or non-fiction books and images therein, unless otherwise stated in a licence agreement, licence or these licence terms, and
- *works* made available to the public online with the copyright holder's consent.

With the exceptions determined in Section 4, this licence applies to works in any field that has an operative Kopiosto member organisation. Kopiosto's member organisations are listed at the end of these licence terms. Pictures sold by picture agencies and similar organisations may only be copied as part of an article or other publication.

Copyright holder refers to the author, publisher or other holder of the copyright of a work.

In these licence terms, *work* refers to a literary or artistic work protected by the Copyright Act, such as a book, image, newspaper article or other printed publication, and a graphic representation of a musical work, a photograph as referred to in Section 49a of the Copyright Act and a catalogue or database, or parts thereof, as referred to in Section 49 of the Copyright Act.

Musical work refers to sheet music, tablature, song lyrics, composed text or other similar written format of a musical work's notation in printed or electronic format.

Section 4 Works and material not covered by the licence

The copying licence does not allow for the copying of

- workbooks, exercise books and answer books,
- international standards,
- audiovisual works and audio recordings, such as music and TV and radio programmes,
- computer software,
- works shared for communication purposes between private persons on social media, such as in discussion forums, blogs or image sharing services,
- works or materials that are used under a separate agreement or licence, such as electronic learning materials or works licensed with a Creative Commons licence, or
- works or publications the copying and use of which under the copying licence have been prohibited by the copyright holder, with the copyright holder having informed Kopiosto about the prohibition. Information about such works or publications can be found on the Kopiosto website www.kopiosto.fi/exclusions.

In addition to the aforementioned works and materials, the licence does not allow for the digitising, copying from a digital source or digital distribution of databases or catalogues, research reports or other similar reports, scripts of plays or foreign comics. *Foreign comic* refers to comics that are originally published somewhere other than Finland.

Section 5 How much can be copied

PHOTOCOPYING AND PRINTING

A maximum of 20 pages may be photocopied or printed of an individual work or a single publication containing multiple works, without exceeding half of the publication.

DIGITAL COPYING

This licence permits the copying, scanning or other method of digitising of

- a maximum of 20 pages of a single printed publication, without exceeding half of the entire publication;
- a maximum of 20 images or A4-sized pages from the same website;
- an entire article published in a newspaper or magazine. More than one article may be digitally copied from the same newspaper or magazine, without exceeding half of the edited content of the publication;
- a maximum of 20 pages of a single electronic book, without exceeding half of the publication.

Magazine refers to a journal, scientific periodical publication or other digital or printed publication that is published regularly at

least once a year and can be subscribed to, bought separately or received based on a membership or a customer relationship.

Newspaper refers to a digital or printed publication that is published at least once a week and primarily contains news as well as written compositions that report or comment on current issues in various areas of society.

Article refers to a written composition and any related pictures published in a newspaper or magazine, as well as a written composition and any related images that are made available to the public in the Internet with the copyright holder's consent.

OTHER TERMS CONCERNING THE SCOPE OF COPYING

A maximum of 10% of the publication or total number of pages of an SFS standard or a publication containing them may be copied, without exceeding 20 pages. However, this licence does not apply to situations where simply the core element of a standard is being copied, such as an essential table, figure or other similar element.

With regard to materials covered under these licence terms, as many copies or printouts may be made as is necessary to appropriately take care of the task in question, but a separate agreement is required in order to make more than 500 copies.

Section 6 Making article compilations

Article compilations may also be made for the licensee's own internal communications. The licence applies only to an article compilation compiled by the licensee.

Article compilation refers to a composition formed of two or more articles.

The licensee must report the contents of digital article compilations made under this licence to Kopiosto by sending copies of the article compilations to Kopiosto by email.

Section 7 Copying sheet music and the use of copies

The copying, scanning or other form of digitising of a single publication containing musical works is limited to a maximum of 10 pages; however, no more than half of the publication. Copying choir, band and orchestral sheet music is not permitted at all.

Copying sheet music and song lyrics and using the copies is permitted only for the licensee's internal use or for a free-of-charge event organised by the licensee, with the audience consisting only of the licensee's personnel.

Section 8 Permitted uses of copies

Copies and article compilations may be

- distributed to the licensee's personnel as paper copies or printouts,
- distributed to the personnel via email,
- attached as a part of a presentation or material made for the licensee's internal use,

- stored on a closed network so that they are only available to the licensee's personnel,
- presented in the licensee's internal communications and training as well as training and consultation activities organised by the licensee which happen in small-scale and that are primarily attended by the licensee's personnel.

Closed network refers to a data network, such as an intranet, that can only be accessed by the licensee's personnel. *Personnel* refers to any persons employed by the licensee, as well as members of the licensee's decision-making organs, such as members of its board of directors.

Digital copies and article compilations can be available to the personnel on the licensee's closed network for one year from saving them there.

Digital copies may not be used in other training and consultation activities organised for persons other than personnel.

One digital copy (archived copy) may be saved of each copied article for possible later use in accordance with these licence terms so that the copies are only available to the person who made the copy or a pre-defined group of people (up to five people). Archived copies may be kept saved only as long as the licensee has a valid copying licence.

Section 9 Other terms of copying

Copies may only be made of the original publication, works made available to the public online with the copyright holder's consent or from some other legal source.

The copies may only be used during the period of validity of this licence.

The licensee is responsible for ensuring that the data network or service it uses corresponds to the definition of a closed network, as defined in these licence terms.

The content of the digitally copied work or the file created by copying may not be altered or changed.

Copies may not be offered for sale and no fees may be charged for them.

This licence does not allow material banks or databases to be formed, with the exception of situations permitted under Section 8. The licence may not be used to produce or form material services that would compete with commercial services.

Section 10 Publication and author data

The publication and author data must be marked on the copy or in connection to it in accordance with good practice. Metadata related to works and photographs may not be changed or removed.

Combinations of copies and article compilations must include the publication and author data of all copied works and/or articles.

Section 11 The responsibility of Kopiosto

Kopiosto is also responsible for claims for remuneration related to copying and use in accordance with these licence terms with regard to copyright holders whom Kopiosto does not represent. With regard to these copyright holders and copying under this licence for purposes other than photocopying under Section 13 and internal communications under Section 13a of the Copyright Act, Kopiosto's responsibility is limited to no more than the amount of remuneration that a single copyright holder represented by Kopiosto is entitled to for use in accordance with this licence. This licence does not exempt those who have used the work from other legal responsibilities.

If a copyright holder who is not represented by Kopiosto is not satisfied with the same amount of remuneration as a copyright holder represented by Kopiosto, Kopiosto will inform the licensee of the prohibition on copying the work of the copyright holder in question. A list of such copying prohibitions can be found on the Kopiosto website www.kopiosto.fi/exclusions.

Section 12 Surveys on copying

If agreed upon separately, the licensee undertakes to participate in the monitoring of copying activities, arranged in cooperation during the licence period, to determine the scope and content of the copying activities in accordance with the sector's research practice.

Section 13 Right of inspection

Kopiosto, or a party authorised by Kopiosto, has the right to inspect the licensee's copying arrangements in the licensee's premises.

Furthermore, Kopiosto has the right to request that the licensee provide a report on the application of the copying terms in the licensee's operations.

Section 14 Activities in violation of the licence terms

If the licensee violates these licence terms, Kopiosto has the right to cancel this licence with immediate effect.

Section 15 Entry into force and termination

The licence in accordance with these licence terms will enter into force once the licensee has paid the remuneration to Kopiosto in accordance with the invoice.

The licence is valid for the period agreed in the order or until the licence is terminated or cancelled. However, the licence is always valid for one calendar year (1.1.-31.12.) at a time. The licence applies to all copies made by the licensee during the calendar year in compliance with these licence terms.

The permanent licence can be terminated with a one-month notice. The notice must be made in writing no later than one month before the beginning of the following calendar year.

Section 16 Validity of the licence terms

These licence terms are valid until further notice from 1 January 2019 onwards.

MEMBER ORGANIZATIONS

Akava – Confederation of Unions for Professional and Managerial Staff in Finland
Association for Local Papers Editors-in-Chief
Finnish Animation Guild
Finnish Association for Scholarly Publishing
Finnish Association of Directors of Photography in Television
Finnish Association of Science Editors and Journalists
Finnish Association of Technical Publishers
Finnish Composers' Copyright Society Teosto
Finnish Magazine Media Association
Finnish Music Creators
Finnish Musicians' Union
Finnish Playwrights and Screenwriters Guild
Finnish Society of Cinematographers
Forum Artis, The Joint Organization for Associations of Finnish Artists
Freelance Media Workers' Association
Grafia – Association of Visual Communication Designers in Finland
Gramex, Copyright Society of Performing Artists and Phonogram Producers in Finland
News Media Finland
Society of Swedish Authors in Finland
The Artists' Association of Finland
The Association of Finnish Film Directors
The Association of Finnish Illustrators
The Association of Finnish Non-fiction Writers
The Association of Finnish Radio- and TV Commentators
The Central Association of Finnish Photographic Organizations, Finnfoto
The Finnish Association of Magazine Editors-in-Chief
The Finnish Association of Translators and Interpreters
The Finnish Book Publishers' Association
The Finnish Comics Professionals
The Finnish Critics' Association
The Finnish Music Publishers' Association
The Finnish Union of authors writing for children, youngsters and young adults
The Guild of Finnish Editors
The Society of Finnish Composers
The Swedish speaking Actors Union of Finland
The Union of Finnish Writers
The Union of Journalists in Finland
Theatre, Film and Television Designers
Trade Union for Theatre and Media Finland
Union of Dance and Circus Artists Finland
Union of Film and Media Employees Finland
Union of Finnish Actors
Union of Finnish Radio and TV Journalists
Union of Theatre Directors and Dramaturgs Finland
Visual Artists' Copyright Society KUVASTO