

**INFORMATION FOR TEACHERS AND PUPILS AT
COMPULSORY SCHOOLS AND UPPER SECONDARY SCHOOLS**



**Rules on reproduction
for educational purposes**

Rules on reproducing material

The right to reproduce copyright material is strictly limited by the Swedish Copyright Act. To assist teachers in the performance of their professional duties and pupils in their learning, an agreement has been established under which teachers and pupils are entitled to reproduce a certain number of pages from Swedish and non-Swedish works that have been made public, both analogue and digital. The purpose of the reproduction must not be to replace the use of teaching material published by publishers.



Bonus Presskopia is an umbrella organization representing rightsholders in the areas of pictures, words and musical notation. The organization represents all Swedish and non-Swedish rightsholders in connection with reproduction of material for educational purposes.

What may be reproduced

Teachers and pupils may, subject to the restrictive provisions of the agreement, reproduce material from all Swedish and non-Swedish works that have been made public, both analogue and digital.

Who is allowed to make reproductions

Teachers and pupils are entitled to make reproductions for their own teaching/learning. Teachers may also instruct someone else to perform the actual reproduction of material.

Only supplementary

Reproduction is allowed only to supplement normal access to teaching material published by a publisher.

Methods of reproduction

When the original material is analogue, i.e. printed on paper, teachers and pupils may for example photocopy or scan it. When the original material is digital, teachers and pupils may make printouts and/or download it from the Internet. Teachers and pupils may also produce OH pictures and digital images for projection via a presentation program such as PowerPoint etc.

Number of pages that may be reproduced

Teachers and pupils may photocopy and scan a maximum of 15 per cent of the pages in any analogue original, for example a book, newspaper, folder etc., but not more than 15 pages. Teachers and pupils are permitted to make printouts or download from any digital original, to the extent of a maximum of 15 pages in A4 format.

Teachers' reproduction for themselves

Teachers may make a copy, for themselves, of an entire work in the form of paper copies.

Teachers' reproduction for their pupils

Teachers may make as many copies as are needed to provide one for each pupil and a few for themselves.

Digital storage

Digital copies may only be accessible to the teacher and the teacher's pupils in a particular teaching group. Access by the pupils is limited to during the current school year.

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Digital provision

Digital copies that are produced in accordance with the agreement may be provided by the teacher exclusively to his/her own pupils for the purposes of his/her teaching, for example on the school's intranet, and transferred to the pupils by e-mail or the equivalent.

Digital copies that are produced in accordance with the agreement may be provided and transferred by the pupil exclusively to the teacher and the pupils in the teaching group.

Exceptions

It is not permitted for teachers and pupils to reproduce material from workbooks and the equivalent, which material includes exercises, tests and the like and that is produced for single use. Furthermore, reproduction is not permitted of works stored in digital form, for example e-teaching materials and online databases, if the school has entered into other agreement that regulates such production of copies.

Musical notation material

The reproduction of musical notation material is subject to specific provision in the agreement.

Acknowledgement of source

The teacher and pupil are under a duty to respect moral rights and ensure that the source, along with the name of the author or photographer, respectively, is acknowledged on or in conjunction with the copies produced.

Reproduction outside the scope of the agreement

If you need to reproduce more material than is allowed under the agreement, separate permission is required from the rightsholders of the work. Requests for such consent may be directed to the authors and/or whoever has published the work.

Infringement of rights

It is important that the provisions on reproduction of material are observed. Any infringement may lead to criminal penalties (fines or imprisonment), the payment of damages, and/or the confiscation or destruction of unlawfully produced material.

The full text of the terms and conditions of the agreement is available in the school office and on Bonus Presskopia's website.

Information is also available from:



*Bonus Presskopia
Telephone: +46-8-545 429 00
E-mail: info@b-pk.se
Internet: www.bonuspresskopia.se*



*Sveriges Kommuner och Landsting
(the Swedish Association of Local Authorities and Regions (SALAR))
Malin Annergård Pierrou
Telephone: +46-8-452 71 00
E-mail: malin.pierrou@skl.se
Internet: www.skl.se*



*Friskolornas Riksförbund
(the Swedish Association of Independent Schools)
Internet: www.friskola.se*

Respect the law on copyright and the fundamental principle of the agreement on reproduction of material:
Use to supplement, not to replace

Regulated copying helps to maintain the creation of new works

If everyone involved in the world of education is to continue to enjoy access to teaching material that inspires, it is important that copyright should be respected and that the reproduction of material by photocopying and other means should not be abused.

When BONUS was founded in 1973, it was the first organization in the world set up to license reproduction in education. That year also saw the signing of the first reproduction agreement between the government and representatives of rights holders in all fields of literature and the arts – pictures, words and musical notation.

BONUS, which changed its name to Bonus Presskopia in 1999, has served as the model for how issues of rights may be handled in the interplay between rights holders and users in society.

Bonus Presskopia now makes it possible for schools, businesses, organizations and public authorities to enter into agreements that entitle them to reproduce from books, teaching materials, newspapers, periodicals, musical notation and pictures for teaching purposes and for internal information.

Bonus Presskopia safeguards the economic and moral rights of rights holders by providing services such as:

- Negotiation of reproduction agreements
- Dissemination of information on copyright and reproduction agreements
- Collection, administration and distribution of remuneration from reproduction
- Monitoring of compliance with copyright in the relevant areas of agreement
- Monitoring of developments in copyright and reproduction



Members:

Association of Swedish Craftsmen and Industrial Designers (Föreningen Sveriges Konsthantverkare och Industriformgivare),
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Educational Writers in Sweden (Läromedelsförfattarna i Sverige AB),
Swedish Magazine Publishers' Association (Sveriges Tidskrifter AB),
The Association of Swedish Illustrators (Föreningen Svenska Tecknare),
The Journalists in Sweden (Journalisterna i Sverige AB),
The Swedish Artists' National Organization (Konstnärernas Riksorganisation),
The Swedish Association of Educational Publishers (Föreningen Svenska Läromedel),
The Swedish Music Publishers Association (Svenska Musikförläggareföreningen),
The Swedish Newspaper Publishers' Association, (TU Service AB),
The Swedish Publishers' Association (Svenska Förläggareföreningen),
The Swedish Society of Popular Music Composers (Föreningen Svenska Kompositörer av Populärmusik),
The Swedish Writers' Union (Sveriges Författarförbund)

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