

COPYING LICENCE TERMS

COMPANIES AND OTHER ORGANISATIONS

Valid until further notice from 1 July 2024 onwards

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1. KEY CONCEPTS



INTERNAL USE AND PERSONNEL

In these licence terms, **internal use** refers to administrative use within an organisation, such as internal

- preparation
- communication
- training
- research.

Internal use also covers other internal activities similar to those mentioned above within the organisation.

In these licence terms, **personnel** refers to

- any persons employed by the organisation
- the organisation's managing director
- members of the organisation's decision-making bodies, such as members of its board of directors.



COPYRIGHT HOLDER

A **copyright holder** is the original author of the work or the party to whom the author has either partially or entirely transferred their copyright, such as a publisher.



WORK AND PUBLICATION

In these licence terms, **work** refers to

- literary works, illustrations and other visual works protected by the Copyright Act, such as books and articles and their illustrations
- photographs
- graphic representations of musical works, such as sheet music and song lyrics.

In these licence terms, the term 'work' also refers to parts of the works mentioned above.

Publication refers to a publication in either print or digital format. It can be a book or a research report, for example.



COPYING

In these licence terms, **copying** refers to the making of copies of a work, publication or parts thereof. This means activities such as **photocopying, printing or scanning** works, publications or parts thereof to the extent permitted by the licence, as well as **digital copying**, such as

- copying an image or text from a website
- taking a screenshot
- downloading and/or saving a PDF file
- photographing pages of publications.



2. WHAT MAY BE COPIED WITH THE COPYING LICENCE?

2.1 The copying licence allows you to make copies



- to the extent permitted by the licence
- if the works or publications are not subject to any of the prohibitions or restrictions mentioned in these terms.

You may make copies from the following sources:

- original publications, such as books, magazines or sheet music publications
- works, such as images or texts, that have been published on the internet with the copyright holder's consent
- e-books to which you have contractual or subscription-based access
- works or publications that the copyright holder has included in the scope of Kopiosto's licence, even if they would not otherwise be covered by the licence according to [Section 2.2](#). See the list at www.kopiosto.fi/en/kopiosto/materials-included-in-our-copying-licence.

2.2 The copying licence does not allow you to make copies of



- workbooks or answer books
- materials that are used under a separate contract or licence, such as
 - newspaper and magazine materials behind a paywall
 - digital sheet music publications
 - digital standards
 - SFS Online or Rakennustieto digital services
- works created by private individuals and shared by them on social media, discussion forums, blogs or image-sharing services
- images sold separately from an article or other publication by photo agencies and similar organisations
- works or publications the copying and use of which under Kopiosto's licence have been prohibited by the copyright holder. See the list at www.kopiosto.fi/en/kopiosto/copying-prohibitions.

NOTE! The copying licence **does not allow the digital scanning or copying of**

- research reports or similar publications
- scripts of plays
- comics originally published somewhere other than Finland.



The copying licence does not apply to

- audiovisual works, such as TV programmes, films or other videos
- audio recordings, such as music recordings, radio programmes or audiobooks
- computer software and games
- databases and catalogues, such as notification services or statistical databases
- works that may be used under a Creative Commons (CC) licence or similar open licence.



3. IN WHAT WAYS ARE COPIES PERMITTED TO BE USED?

3.1 You may use copies



- as they are or include them as part of materials you have created yourself for internal use within your organisation.

3.2 You may not use copies



- in publishing activities or other communications or use outside the organisation, such as
 - training and consultation activities organised for people other than the organisation's personnel
 - on the internet
 - on social media
 - in printed publications.
- You may not use copies to
 - form material banks or databases in any contexts besides those allowed by **Section 5.4** (retaining an archived copy)
 - produce or form material services that would compete with commercial services.



The copying licence does not allow the use of works, publications or copies in AI applications. In this context, AI application refers to an application or tool that is based on machine learning, language models or similar technology.

You may not upload copies to AI applications or use them for

- text and data mining
- developing, training or enriching an algorithm
- developing, training or providing AI applications.

The copying licence does not allow works or publications to be collected and saved by means of web scraping or a similar data harvesting method.



4. HOW MUCH MAY I COPY?

4.1 Concepts used in Section 4



Article refers to a written composition and any related images published in a newspaper or magazine, as well as a written composition and any related images shared in an online publication, news website or a similar website.








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.

4.2 Number of pages that may be copied

You may copy materials for **your organisation's personnel** as follows:

SOURCE MATERIAL	AMOUNT
 Publications and e-books	A maximum of 20 pages of a publication; however, no more than 50% of a publication.
 Websites	20 images or A4-sized pages per website.
 Magazines and newspapers	A full article; however, no more than 50% of the edited content of a newspaper or magazine.
 Standards and publications containing standards	A maximum of 20% of a publication; however, no more than 20 pages.
 Sheet music and song lyrics	A maximum of 10 pages of a publication; however, no more than 50% of a publication. For more information, see Section 5.3 (Permitted ways to use copied sheet music and song lyrics).



- You may only make copies if your organisation has a valid copying licence.
- You may make the necessary number of copies of the same materials to take care of the task in question, up to 500 copies. A separate agreement with the copyright holders is required for more extensive copying.
- If you copy an image, article or similar on a single page of a website or publication, this is equivalent to copying one page.



5. IN WHAT WAYS ARE COPIES PERMITTED TO BE USED?

5.1 Concepts used in Section 5



Closed network refers to a data network, such as an intranet, that can only be accessed by the organisation's personnel.



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



Sheet music and song lyrics refer to

- sheet music
- tablatures
- song lyrics or other composed text.

Sheet music and song lyrics also refer to other similar written format of a musical work's notation.

5.2 Permitted ways to use copies and article compilations

Copies and article compilations **may be**

- distributed to the personnel as paper copies or printouts
- distributed to the personnel via email
- attached as a part of a presentation or material made for the personnel's internal use
- stored in a closed network for up to one year so that they are only available to the licensee's personnel
- presented in an event organised for your organisation's personnel.



- The licence applies to article compilations that you have put together yourself.
- You must report any article compilations you put together in accordance with Section 6.

5.3 Permitted ways to use copied sheet music and song lyrics

You may photocopy, print and scan printed sheet music and song lyrics in the ways defined in [Section 5.2](#)

- for internal use within your organisation
- for an event organised for your organisation's personnel
- to the extent specified in [Section 4.2](#).



Copying choir, band and orchestral sheet music is not permitted at all.

5.4 Retention of archived copies

Under this licence, **you may save one digital copy**, i.e. archived copy, of an article you have copied for any later use allowed under this licence. Archived copies may be accessible to no more than five persons in your organisation for as long as your organisation has a valid Kopiosto copying licence.



6. REPORTING ARTICLE COMPILATIONS TO KOPIOSTO

- The organisation must report the contents of any digital article compilations made under this licence to Kopiosto by sending a copy of the article compilation by email to raportointi@kopiosto.fi.
- The reporting data is used by Kopiosto to distribute remunerations to copyright holders.

7. MARKING OF PUBLICATION AND AUTHOR INFORMATION

- Mark the publication and author information on the copy or in connection with it according to good practice.
- If you have compiled materials or an article compilation using images, articles, song lyrics, sheet music or excerpts copied from different publications or the internet, you must mark the source and author information for all the copied content.
- Do not remove or change the metadata of a work or photograph.

8. OTHER TERMS OF THE COPYING LICENCE

- You may not charge a fee for copies you have made under the copying licence or offer such copies for sale.
- You may not change or alter the content of a digitally copied work or a file created by copying.
- If you copy or use works in violation of these licence terms, Kopiosto may terminate your organisation's copying licence with immediate effect.