

**COPYING LICENCE: Companies and organizations**

## The Kopiosto licence allows you to

**Compile** compilations using several magazine or newspaper articles. More than one article may be copied from the same newspaper or magazine, but no more than half of the edited content.

**Distribute** copies and article compilations to the personnel via e-mail or an internal network.

**Copy and scan** a maximum of 20 pages of a Finnish or foreign printed publication, but no more than half of the same publication.

**Print out and copy** a maximum of 20 pages of a set of copyright-protected materials from a digital source, such as the Internet.

The copying and scanning of sheet music and song lyrics is limited to a maximum of 10 pages of the same publication, without exceeding half of the publication. Copying choir and orchestral sheet music is not permitted at all.

A maximum of 10 per cent of the total page number of an SFS standard and publications containing them may be copied or scanned, without exceeding 20 pages but copying or scanning only the core section of the standard is not permitted.

**The copying licence does not apply to** workbooks, exercise books, answer books or international standards. With regard to digital copying, the licence also does not apply to music, audiovisual materials, computer software, databases, catalogues, foreign comics, scripts of plays, research reports or materials covered under a separate licence or permit.

Article compilations are reported by sending a copy of them by e-mail to the address: [raportointi@kopiosto.fi](mailto:raportointi@kopiosto.fi).

More information on the licence and licence terms: [www.kopiosto.fi](http://www.kopiosto.fi)

Kopiosto is a joint organization for creators, publishers and performing artists. Kopiosto includes 45 different organisations from the different fields of culture and communication. Kopiosto's licenses are based on the section 13, 13a and 26 of the Finnish Copyright Act and for the mandate from rightholders.

Kopiosto ry, Hietaniemenkatu 2, 00100 Helsinki | Puh 09 4315 2320  
[kopiointiluvat@kopiosto.fi](mailto:kopiointiluvat@kopiosto.fi) | [www.kopiosto.fi](http://www.kopiosto.fi)

