



What is copying?

Photocopy

- From paper to paper

Scan and print

- From paper to digital file
- From the Internet and other digital media to paper prints

Digital copying

- From one digital format to another digital format
- If the licence permits it, you may copy/paste, download, or in other ways make digital copies from digital text and sheet music such as homepages, e-books, CD-ROM's, and pdf files.

How much am I permitted to copy?

- ✓ You may copy as much as you like, but for personal use only.
- ✓ When sharing with others, you may copy 20 % of a text, however no more than 50 pages (but always four pages!)
- You are NOT permitted to upload material from paid-for databases, newspapers etc. to e.g. Moodle.

REMEMBER to state your reference



Electronic texts

The following applies for electronic books and journals, if the licence permits it:

- ✓ You are permitted to share texts on the University's password protected platforms (Moodle).
- ✓ You may link to material – NEVER email/send/share outside the University's password protected platforms.

REMEMBER to state your reference



Homepages, webpages, Internet & YouTube

- ✓ You are permitted to copy/paste, download and make digital copies from legitimate webpages.
- ✓ You are permitted to share with others on the University's password protected platforms (Moodle).
- ✓ You are permitted to link to material – NEVER email/send/share outside the University's password protected platforms.

You are permitted to embed legally uploaded videos from YouTube!



Pictures and graphics

- ✓ You are permitted to use pictures and graphics in papers/articles as long as they are NOT MADE PUBLIC outside Aalborg University.

If the paper/articles is made public, you must enter an agreement regarding use of pictures and graphics.

- ✓ You may use pictures marked with a *Creative Commons Licence* from e.g. www.pixabay.com.



Film

- ✓ You can show film clips in the classroom or at exams, if you have obtained permission from the copyright owner.
- ✓ You can show videos from YouTube that have been legally uploaded by the copyright owner.



TV for teaching purposes

- ✓ You may copy programmes from DR, DR 2, TV2 and TV2-regional.
- ✓ You may share the copies on the University's password protected platforms (Moodle).
- ✓ You may use material from the Mediastream database.
- ✓ You may copy or show feature films, if you have an agreement with the copyright owner.



Music for teaching purposes

- ✓ You may use recorded/published music.
- ✓ You can use your own music.
- ✓ You may use music from the Mediastream database.

If you want to use music IN PUBLIC, you must contact the collective rights management society KODA and pay for use.

View more at www.KODA.dk