# Copyright guidelines for teachers

It is important to know how to navigate issues related to copyright and thus avoid copyright infringement in connection to teaching and the use of copyrighted material in the publication of essays or research. These guidelines do not include the individual copyright of teachers on material developed either on or off duty. The guidelines aim to raise awareness and promote respect for the rights of copyright holders.

## The extent of copyright

Copyright means that the creator of a work holds the exclusive right to control the use of the work. The Swedish copyright act (SFS 1960:729) protects all types of works including text, computer software, music, theatre, film, photography, visual art et cetera.

Both staff and students at the university are major users of copyrighted material in both digital and printed form. The library has licences and agreements that provide access to various information resources and the possibility to use copyrighted material without seeking permission.

## The use of copyrighted material in teaching

The copyright act restricts copyright in certain instances in order to fulfil educational needs. For instance, students may copy material for personal use or apply the quotation right to quote texts in a degree project. Similarly, students and teachers can utilise collective licences to copy or distribute material used in teaching and studies. The distribution of material from digital information resources is subject to the terms specified in agreements between the library and publisher or database provider.

## Bonus agreement – collective licensing

The Bonus agreement is a centrally negotiated agreement that grants all universities the right to copy a limited number of pages for teaching without special permission. Material used in teaching may be copied and distributed or uploaded to the learning platform for students at Karlstad University. Course coordinators must study the terms of the Bonus agreement and ensure that the necessary conditions are met when a new course is prepared. The Bonus agreement is mainly used for printed material. Digital resources are primarily covered by other types of licences, such as the library’s database agreements.

## Database licences

Most modern information resources are digital. The library’s databases provide access to many electronic journals and books. The conditions and possibilities to access this literature usually match the needs of students and teachers, but there may in rare cases be restrictions in terms of how literature can be stored or distributed. If you are unsure, consult the library website or contact the library.

## Free licences

Copyright applies to all types of media. Even online material that appears to be freely available is protected by copyright. More copyright holders are becoming interested in having their material distributed without complicated permission processes. The Creative Commons licence tool can be used to boost distribution and simplify usage of the works. Creative Commons is being used more frequently in Open Access publications or in open learning resources and is suitable when you would like to use material from other creators in publications or presentations.

## Illustrations and images

Images are protected under copyright, which means that permission from the copyright holder is generally required for the use of an image. There are also legal copyright exceptions, for instance the Bonus agreement that covers or allows for the use of images in the university’s closed network or Creative Commons licences that are free to use.

## Film

Showing film in a lecture hall is not covered by the Bonus agreement, since a class of students is not considered a closed group. Copyright is usually held by the film’s producer. Films may not be used in their entirety if proper permission has not been obtained.

Responsibility
Heads of department and heads of office are responsible for informing all staff members about copyright regulations. This includes the use of various media in teaching as well as copyright agreements and other licences. Staff, students, and anyone working for or on behalf of the university must follow these guidelines. However, it is up to each staff member and student to acknowledge copyrighted material, and determine if existing licences and agreements allow for usage or if it is necessary to obtain permission from the copyright holder.

## Information

The responsibilities of the University Library include information on copyright. Information is provided on the library website, and answers individual questions. The library offers teaching and open seminars for various groups. General questions about copyright law can also be directed at the legal officers.