

What you should know about copyright

By VIA Library, VIA University College, February 2021



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INTRODUCTION

What you should know about copyright

Denmark has a law regarding copyright called the Copyright Act.

The act helps ensure that the creator of a work, e.g. an author or a musician, has the legal rights to his or her own work. This means that when you would like to use a particular piece of work, such as in an assignment or for teaching purposes, you must credit the copyright owner (mention the source) and comply with the rules set out in the Copyright Act.

As a student you will primarily use other people's work for assignments, but you will also write assignments that can be used by others. You must respect other people's copyrights and be aware of your own copyright.

There are many digital possibilities for retrieving and sharing material. Often you only want quick access to the material. However, in order to avoid breaking the law regarding copyright, it is important that you as a student familiarise yourself with the Copyright Act. Ignorance is not a valid excuse.

COPYRIGHT / WHAT IS PERMITTED?

What may I copy and scan?

When you need to find literature for your studies, you will consider what you will buy, copy or download from the Internet. With regard to copying and scanning, the Copyright Act differentiates between analogue copies (paper copies/photocopying) and digital copies (scanned files). Please note the following restrictions regarding private individuals (including students):

Digitally copying curriculum or supplementary literature for your studies

If you want to digitally copy curriculum or supplementary literature for your studies, the limit is 20% of a printed work, but no more than 30 pages from one work. You are welcome to send digital copies to your own email address, but you cannot forward to or share them with others outside your own household

Digitally copying to pursue your own personal interest

You may make a digital copy (scan) from the library's printed works. Digital copying of printed works is permitted as long as it takes place in the library, and as long as you only use the digital copies for personal use, e.g. to pursue your own personal interests.

Photocopying

You may make photocopies from printed works for private use. You can make a photocopy for a fellow student. But not for anyone else.



COPYRIGHT / SHARE AND QUOTE

May I share copies?

You are permitted to share an analogue copy (paper copy) with your fellow student, but not with anyone else.

A digital copy is for your own use only. You may never share digital copies via email, Facebook, Dropbox, etc. This applies even for closed groups.

The agreement between VIA and the copyright organization Copydan enables your study programme to upload digital copies to Itslearning. Digital copies of copyrighted materials in Itslearning are only made available to the students enrolled in the course. You may never share the digital copies.

A few study programmes administer that students can upload digital copy curriculum to Itslearning. Your study programme is responsible for overseeing that students follow the rules, 20% of a printed work, but no more than 30 pages from one work.

What may I quote in an assignment?

When you write an assignment, you are allowed to cite other people's work without asking permission from the copyright owner on the condition that you credit their work with a clear reference.

- Quotes and references: When you use a quote or want to refer to a book/article/website that you have used in your assignment, then you must cite it correctly in the assignment and mention the source in your bibliography/list of references. You can read how to cite correctly and avoid plagiarism [here](#).

- You may only link to material that has been uploaded to the Internet legally.

How do I use photos correctly in an assignment?

Photos, diagrams, screen dumps, etc. from e.g. books/articles/Internet: Photos are protected by the Copyright Act. This also applies to photos that are freely available on the Internet. You must therefore remember to refer to the source when using photos in an assignment. If the assignment is intended for publication and will be available to others, then you must ask permission from the copyright owner when you use photos. This also applies to photos in your appendices.



COPYRIGHT / RIGHTS AND DUTIES

Do I own the copyright of my assignment?

Your permission is needed if a teacher would like to use your assignment as an example. You have the right to have your name mentioned in this connection.

You own the right to sell, print and share your assignment. If you publish your project, then you must ensure that you have control of all copyrights to e.g. quotes and photos in the assignment.

- Quotes and references: Here you just need to remember to cite correctly in the assignment and mention the source in your list of references

- Pictures, diagrams, etc: Here you must always ask permission from the copyright owner before publishing your assignment. Basically, you are not allowed to use pictures freely.

What are my rights and duties when uploading to UCviden?

When you upload your assignment to UC Viden, you still own the copyright of your assignment. The assignment is stored in UC Viden and is protected by a password. It may therefore contain photos for which you have not received permission from the copyright owner. However, you are still required to credit the copyright owner.

If you at a later date decide to publish your project, then you must ensure that you have control of the copyrights to the photos, text, etc.

If you use pieces of text or photos from assignments in UC Viden, the same rules apply as for other material. You must remember to cite correctly or gain permission from the copyright owner.



COPYRIGHT / TEACHING

May I use photos and sounds in my teaching material?



We often use photos in a PowerPoint presentation or sound in a video, so they become more visually and acoustically attractive. You may use photos in your PowerPoint presentations and videos for teaching and/or group work without gaining permission from the copyright owners. This also applies for material that you will post on Itslearning.

If your PowerPoint presentation or video will be published, then you must gain permission to use the photos and sounds. It can be difficult to find out who owns the copyright.

You can search the Internet for pictures and sounds that are freely available. Natural things, such as pictures of a tree or a flower, are not protected by copyright. However, you must investigate if the author has made creative choices, in which case the picture is protected by the law.

May I record classes?



The teacher owns the copyright of his or her teaching. Recording a class does not conflict with the Copyright Act if it is done solely for your own use, i.e. the recording is not shared with fellow students or published on the Internet.

However, it is against the General Data Protection Regulation to record other people without their consent. We recommend that you ask for your teacher's permission (in writing would be a good idea). Your teacher can refuse recording of the class, and you are obligated to respect that. A consent can subsequently be withdrawn, so you will have to delete your recording.

If a class is recorded, then you are responsible for ensuring that your fellow students cannot be heard. If your fellow students can be heard, then you must ask permission from each of them; otherwise the recording must be deleted.



COPYRIGHT / REMEMBER ...

Remember...



- that the aim of the Copyright Act is to ensure that new works continue to be created.
- to mention where you have found your material and who the copyright owner is when you use a piece of work.
- to quote in compliance with 'good practice', i.e. only short sequences (remember to cite the source).
- that VIA has entered into agreements that are advantageous for you as a student.

Read more



Read more about copyright at

- **VIA Library's website**
- **'Os der elsker viden' (copyright campaign)**
- **Copyright Act**



About the guide

Students in higher education use literature extensively. It is easy to retrieve and share literature from the Internet. It is also easy to be in doubt about what is legal and illegal behaviour.

The aim of the guide is to enlighten you about how you can scan, copy and share literature for your studies without breaking copyright law.

If you have questions, then you are welcome to contact your student library or bib.teamophavsret@via.dk