



Your Guide to our *Education Print Licence*

For Schools, Non Commercial PTE's, ITP's and Universities.

Your annual licence enables staff to make multiple copies from an original, to share with students.



Copy & Scan

From

- Books
- Textbooks
- Journals
- Periodicals
- Newspapers

Reference copying with title, author, publisher and page numbers.

Does not include copying from workbooks.



Up to*

Including

- 10% of a book - with pictures and graphs
- 15 pages from a book of short stories or poetry book
- One article from a journal/periodical (more if on the same subject)
- Five articles per newspaper, per edition.

**In a school year*



Share *with students*

Via

- Hardcopy
- Electronic whiteboard
- Email
- Intranet – via password protected system (not a public website).

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- Material downloaded from the internet
- Printed sheet music (not contained within a book)
- Stand alone artwork
- Public domain works (50 years after the death of author and 25 years after publication)
- Theses; dissertations and student papers
- House journals (e.g. employee publications)
- Loose maps and charts

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