

TERMS OF THE COPYING LICENCE

COMPANIES AND OTHER ORGANISATIONS

Valid until further notice from 1 January 2026 onwards

If you work in a **company or other organisation**, you may copy works and publications in accordance with these licence terms and **for your organisation's internal use**.

You may only make copies and use them under the licence terms if your organisation holds a valid copying licence. Confirm with your organisation or Kopioisto whether your organisation holds a copying licence.

Kopioisto is the most extensive copyright organisation representing the creative industry in Finland. We make the use of creative work effortless and ensure that creative professionals and copyright holders receive the appropriate remuneration when their works are used. Kopioisto's member organisations are listed on [the Kopioisto website](#).

1. KEY CONCEPTS



INTERNAL USE AND PERSONNEL

In these licence terms, **internal use** means administrative use within an organisation, such as internal

- preparation
- communication
- training
- research.

Internal use also covers other internal activities similar to those mentioned above.

In these licence terms, **personnel** means

- any persons employed by the organisation
- any temporary workers under the organisation's control
- the organisation's managing director
- members of the organisation's decision-making bodies, such as members of its board of directors.



COPYRIGHT HOLDER

A **copyright holder** is the original author of the work or the party to whom the author has either fully or partially or transferred their copyright, such as a publisher.



WORK AND PUBLICATION

In these licence terms, **work** means

- literary, illustrative, and other visual works protected by the Copyright Act – for example, a journal article and its accompanying illustrations
- photographs
- graphic representations of musical works, such as sheet music and song lyrics
- any parts of these works.

Publication means a publication in either print or digital format—for example, a book, research report, or newspaper/magazine publication.



COPYING

In these licence terms, **copying** means making full or partial copies of a work or publication. This includes **photocopying, printing, or scanning** works and publications, or parts of them, to the extent allowed under the licence, as well as **digital copying**, such as

- copying an image or text from a website
- taking a screenshot
- downloading and/or saving a PDF file
- photographing pages of publications.



2. WHAT AM I ALLOWED TO COPY?

2.1 You may make copies



- to the extent allowed under the licence
- if the works or publications are not subject to any of the prohibitions or restrictions mentioned in these terms.

This licence allows you to make copies from the following sources:

- original publications, such as books or magazines
- works, such as images or texts, that have been published on the internet with the copyright holder's consent, if they can be accessed without a specific licence or other right of use
- e-books to which you have contractual or subscription-based access
- works or publications that the copyright holder has included in the scope of Kopiosto's licence, even if they would not otherwise be covered by the licence according to [Section 2.2](#). See the list at www.kopiosto.fi/en/kopiosto/materials-included-in-our-copying-licence.

2.2 You may not make copies of



- workbooks or answer keys
- sheet music or song lyrics
- materials used under a separate agreement or licence, such as
 - newspaper and magazine materials behind a paywall
 - digital standards
 - content available on the SFS Online or Rakenustieto digital services
- works created by private individuals and shared by them on social media, discussion forums, blogs, or image-sharing services
- images sold separately from an article or other publication by photo agencies and similar organisations
- works or publications excluded from Kopiosto's licence at the copyright holder's request. See the list at www.kopiosto.fi/en/kopiosto/copying-prohibitions.

NOTE! With this licence, you may not scan or digitally copy

- research reports or similar publications
- scripts of plays
- comics originally published outside Finland.



The copying licence does not apply to

- audiovisual works, such as TV programmes, films, or other videos
- audio recordings, such as music recordings, radio programmes, or audiobooks
- computer software and games
- databases and catalogues, such as notification services or statistical databases
- works that may be used under a Creative Commons (CC) licence or similar open licence.



3. PURPOSE OF USE OF THE COPIES

3.1 You may use copies



- as they are, or by including them into materials you put together for internal use within your organisation
- as prompts in an organisation's closed AI application as allowed under [Section 5.4](#).

3.2 You may not use copies



- for publishing activities or other external communication or use, such as
 - in training and consultation activities organised for people other than the organisation's personnel
 - on the internet
 - on social media
 - in printed publications
 - in exhibition activities
- to build material banks or databases in any contexts except those allowed under [Section 5.2](#) (retaining an archived copy)
- to produce or create material services that would compete with commercial services.



With this licence, you may not use works or publications, in full or in part, in AI programs, except as set out in [Section 5.4](#). In this context, an AI program means an application or tool that is based on machine learning, language models, or similar technology.

You may not upload copies to AI programs or use them

- as a prompt in any AI application except as set out in [Section 5.4](#)
- for text and data mining
- for fine-tuning, developing, training, or enriching an algorithm
- for fine-tuning, developing, training, or providing an AI program.

You may not collect and store works using web scraping or similar data harvesting methods.



4. HOW MUCH MAY I COPY?

4.1 Concepts used in Section 4



Article means a written composition—and any related images—published in a newspaper or magazine or shared in an online publication, news website, or any similar websites.



Magazine means a journal, scientific periodical publication, or other digital or printed publication that is published regularly, at least once a year, and can be subscribed to, bought separately, or received through a membership or a customer relationship.



Newspaper means a digital or printed publication that is published at least once a week and primarily contains news as well as written compositions that report or comment on current issues in various areas of society.

4.2 Number of pages that may be copied

You may copy materials for **your organisation's personnel** as follows:

SOURCE MATERIAL	AMOUNT
 Publications and e-books	A maximum of 20 pages per publication; in any case, no more than 50% of a publication.
 Websites	20 images or A4-sized pages per website.
 Magazines and newspapers	A full article; in any case, no more than 50% of the edited content of a newspaper or magazine.
 Printed standards and publications containing them	A maximum of 20% of a publication; in any case no more than 20 pages.
 Printed sheet music and song lyrics	A maximum of 10 pages of a publication; in any case, no more than 50% of a publication. Read more in Section 5.3 (Sheet music and song lyrics).



- You may only make copies if your organisation holds a valid copying licence.
- You may make the necessary number of copies of the same materials to take care of the relevant task, up to a maximum of 500 copies. For more extensive copying, you must enter into a separate agreement with the copyright holders.
- If you copy an image, article, or similar on a single page of a website or publication, this is equivalent to copying one page.



5. IN WHAT WAYS ARE COPIES ALLOWED TO BE USED?

5.1 Concepts used in Section 5

 An AI application means generative software or applications capable of producing content such as text, images, sound, or video based on a prompt entered by a human.	 Article compilation means a composition created by putting together two or more articles.	 Closed network means a data network, such as an intranet, that can only be accessed by the organisation's personnel.	 Sheet music and song lyrics mean • sheet music • tablatures • song lyrics or other composed text. Sheet music and song lyrics also include other similar written formats of musical work's notation.
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5.2 Copies and article compilations

Copies and article compilations **may be**

- distributed to the personnel as paper copies or printouts
- distributed to the personnel via email
- attached as part of a presentation or material created for the organisation's internal use
- stored in a closed network for up to one year so that they are only accessible by the licensee's personnel
- presented in an event organised for your personnel.

You may **save** one digital copy, that is, an **archived copy**, of an **article compilation you have created under this licence** for any later allowed use. Archived copies may be accessible to no more than five persons in your organisation, and only if your organisation holds a valid Kopioisto copying licence.



- The licence applies to article compilations that you put together yourself.
- You must report any article compilations you put together in accordance with [Section 7](#).

5.3 Sheet music and song lyrics

You may photocopy, print, and scan printed sheet music and song lyrics

- for internal use within your organisation and for a staff event as described in [Section 5.2](#)
- as a prompt in the organisation's closed AI application and under [Section 5.4](#).



Copying choir, band, and orchestral sheet music is not allowed at all.



5.4 An organisation's closed AI application

You may



- copy a work or publication to the extent necessary for the intended purpose and **use copies as prompts** in an AI application that
 - is only for internal use within your organisation; and
 - does not store or use the copy as a prompt to train or develop the application or, for example, its underlying algorithms and language models
- use the output you create with an AI application **only for internal use within your organisation** under [Section 5.2](#).

You may not



- Use full or partial copies as prompts in any AI application except the organisation's closed AI application
- share the output you have produced with anyone outside your organisation's staff, whether as is or as part of materials you or your organization created
- include the output as part of a product or service, even if the product or service is only accessible by paying a fee
- replace the purchase of or subscription to works or content with the output you produce with an AI application
- use full or partial copies as prompts to reproduce the appearance or manner of expression of an original work or publication, or the style of an artist or author
- edit images with an AI application.

6. MARKING OF PUBLICATION AND AUTHOR INFORMATION

- Mark the publication and author information on the copy, or in connection with it, according to good practice.
- If you have created materials or an article compilation using images, articles, song lyrics, sheet music, or excerpts copied from different publications or the internet, you must mark the source and author information for each copied content.
- You must indicate in the output, or in connection to it, the source and author information of the works or publications used in the prompt, and state that the output was created using AI.
- Do not remove or change the metadata of a work or photograph.

7. REPORTING TO KOPIOSTO

- You must report the contents of any **digital article compilations** you have made under this licence to Kopiosto by emailing a copy to raportointi@kopiosto.fi.
- You can also report other copies you have made through Kopiosto's reporting service: www.kopiosto.fi/raportointi. Kopiosto uses the reported information to distribute remuneration to copyright holders.

8. OTHER TERMS

- You may not charge a fee for copies you made under the copying licence or offer them for sale.
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