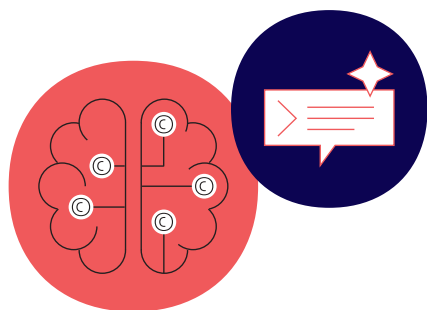


A copying licence ensures that materials are used with legal certainty at your workplace

The licence allows you to use copyrighted digital and printed materials and publications for internal use within your work community – for purposes such as internal documents and presentations, on the intranet and in Teams.



Do you use AI in your work?

You can now use copyrighted material as a prompt in your organisation's closed AI application.

See the licence terms on our website for more detailed information on the licence: kopioisto.fi/en/companies

Your staff can use topical content in their work responsibly

Usage permitted by the licence

Your staff may use copies within your organisation for their own communications, planning, research, and training of the organisation's personnel.

Restrictions on the use of copies

The use of copies is restricted to internal use by staff within the organisation. Copies may be kept available to personnel for up to one year.

Number of pages that may be copied

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

- **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.

Copyrighted material used in your work community



Digital publications and materials:

- Scientific articles, excerpts from e-books, photographs, drawings



Printed publications and materials:

- Newspaper and magazine articles
- Excerpts from books
- Reports
- Sheet music and song lyrics

How your work community can make use of materials



- As input/prompts in your organisation's closed AI application



- By sharing the materials via Teams, a similar closed platform or email or by handing out paper copies to staff



- As part of your organisation's internal PowerPoint and Google Slides presentations, memos and internal reviews



- By preparing article compilations and distributing them to your staff



- By saving the materials in a closed internal network (e.g. intranet)

Materials acquired under a separate licence, such as article databases, digital newspapers and magazines, e-books, RT files and standards, may be used in accordance with their respective licence terms. Images acquired from image banks or similar may be used in accordance with the licence terms of the image bank.

