Amsterdam University of the Arts

Copyright manual for AHK teachers: Easy Access-agreement HBO

Easy Access

The Vereniging Hogescholen (*Netherlands Association of Universities of Applied Sciences*) has entered into an agreement with the Stichting UvO (*Publishers' Association for Educational Licences*) to use parts of copyrighted work. The universities of applied sciences pay a compensation fee for this. The Foundation checks whether universities of applied sciences comply with the agreement. The arrangement is based on the Copyright Act, Section 16 Educational Exception (see: www.stichting-uvo.nl)

What is covered by the Easy Access Arrangement

• Work that is reproduced and made public

• Readers* in paper form

• Digital educational materials that are subject to copyright and are offered on an intranet in a digital learning environment, such as: Blackboard, Teams, Leerpodium, Kaltura. In addition to readers, this also applies to PowerPoints and web lectures.

A reader is a collection of two or more articles.

Audit by the UvO Foundation

The UvO Foundation checks whether the universities of applied sciences comply with the agreements to which the surrender charge applies. Failure to comply with the agreement may result in heavy fines for the university college.

Reproductions: what is allowed?

The following takeovers (with reference to the source) are covered by the surrender arrangement:

Matty Gaikhorst - AHK contact person Stichting UvO – March 2020

- takeovers up to 50 pages, or up to 25% of the original work. This upper limit also applies to the copying of sheet music and song texts.
- for images, graphs, tables and diagrams, a maximum of 50 images may be used in presentations (PowerPoint, Prezi, etc.). There are two conditions: use no more than 10 works by the same author and no more than 25 images from the same work.

For all takeovers, the original must have been lawfully published and the source must be acknowledged, as far as reasonably possible.

Long takeovers are not allowed, unless:

Long takeovers are only permitted with permission and after payment of the applicable rates. Prior to publication with long takeovers, the faculty must request permission from [Stichting UvO](#) via their portal and upload the reader (with acknowledgement of source). This satisfies the obligation to provide proof. Permission is granted immediately and the publication can be published. The faculty receives an invoice from UvO for the requested long takeovers according to the rates applied.

For requests, lecturers can contact their faculty contact person. At the Academy of Architecture, the contact person is Matty Gaikhorst (matty.gaikhorst@ahk.nl)

When does the regulation not apply?
- if you already have written permission (publisher, author).
- self-written material of teachers
- material from licenses from databases. This has already been paid for. It is safer to link to this material, because sometimes there are exceptions in the small print.
- material (e.g. film, photo, text) from the internet with Creative Commons licenses, including Wikimedia Commons.
- all material used only within the walls of the lecture hall (will not be made public)
- linking allowed, unless linking to illegally published works

Matty Gaikhorst - AHK contact person Stichting UvO – March 2020

Source references

All sources used must be supplied with correct references according to the APA guidelines below:

- Book: Author, A. (year of publication). Title of the book. City: Publisher.
- Chapter from a book: Author, A. (year of publication). Title of chapter. Editor (ed.), Title of the book (pp. xx-xx). City: Publisher.
- Magazine article: Author, A. (year of publication). Title of the article. Name magazine, volume (number), xx-xx.
- Newspaper article: Author, A. (date). Title of the article. Name newspaper, pp. xx.
- Internet sources: Author, A. (year of publication). Title of the document. Consulted on day month year, from http://url
- Image: An image is seen as a quote and must be included in the reading list in accordance with the original document (book, URL, etc.)

Nai-hbo

On the website of the Nai-hbo (*Network Copyright Information Points HBO*) www.auteursrechten.nl you can find numerous guidelines, for example for putting together:

Presentations

Digital readers

Web lectures

Use of images and sound