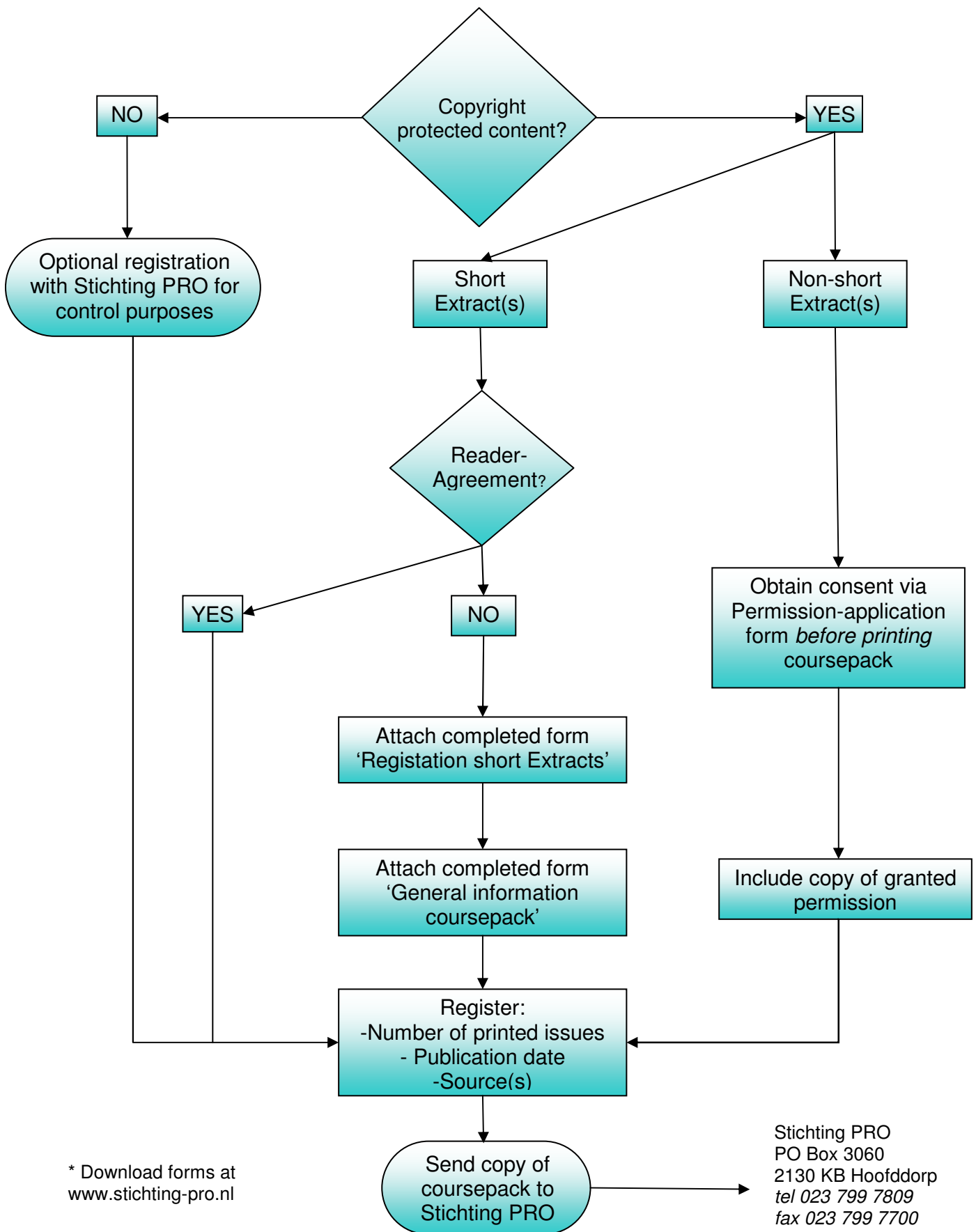


Do you need to register your coursepack with Stichting PRO?



* Download forms at www.stichting-pro.nl

Stichting PRO
PO Box 3060
2130 KB Hoofddorp
tel 023 799 7809
fax 023 799 7700

Manual 'Registration of course packs'

Extract

An extract is the use of copyright protected content in course packs meant for the educational purposes. Educational institutes that make use of such an extract without owning its copyrights nor the licence agreement for the use of it, need to register the course pack with Stichting PRO. There is a distinction to be made between the use of short extracts and non-short extracts.

Short extracts

Stichting PRO defines the size of an extract by counting the words. The exact boundaries for a short extract are set below. Please consult our official documents on our website for a complete reference.

- Non literary written works: a maximum of 10,000 words, subject to the proviso that the section does not constitute more than one third of the total original work from which it is reproduced;
- Magazines and other periodical publications with a non literary content: a maximum of 8,000 words, subject to the proviso that the section does not constitute more than one third of the total original edition from which it is reproduced;
- Literary works: a maximum of 100 lines of poetry or 2,500 words of prose, subject to the proviso that the section does not constitute more than one tenth of the whole original work;
- Graphs, tables, diagrams, photos, illustrations or similar works, subject to the proviso that these do not contain more than 25 short works from an identical original publication. Each short work reproduced as meant here shall be regarded as having a volume of 200 words but shall be no more than half a page.

Non-short extracts

When an extract exceeds the boundaries as set above, it is called a non-short extract. You need to obtain consent prior to publication from the claimant for the use of non-short extracts. You can apply for consent through the webform 'Aanvraagformulier toestemming niet-korte gedeelten' from <http://www.stichting-pro.nl/nl/form/Direct-naar-het-Toestemmingsaanvraag-formulier>. Stichting PRO has a mandate to grant the permission that is needed to use the non-short extract. When Stichting PRO inspects course packs the educational institute has send in and a non-short extract is used without consent, the use of this extract is qualified as an infringement of Dutch Copyright Law. Stichting PRO sends infringement invoices for non-short extracts for which prior consent have not been obtained.

Readeragreement

Does the educational institute have a reader agreement? If not, you need to fill out a form 'Meldingsformulier overnames korte gedeelten' for every single short-extract. In addition to this action you need to fill out another form 'Algemeen Readermeldingsformulier' which has to be attached to the reader. Both documents can be found on our website www.cedar.nl/pro/documenten. A reader agreement compensates for the obligation to register every use of short extracts made over a period of a year. Such an agreement may help ease the administrative burden of reporting every single short extract. If you are interested in a reader agreement please contact us. A reader agreement merely compensates the use of short extracts.

E(lectronic)-coursepacks

Stichting PRO applies the same standard for the use of short- and non-short extracts in E-course packs. Invoices are made according to the tariffs meant for course packs in printed form. The variable 'number of students granted access to the electronic course pack' will be used to set the amount the educational institute receives its bill for. For the purpose of monitoring the use of documents in electronic form, Stichting PRO will be given the same access to the network that students have and will be supplied with a proof copy in printed form. Stichting PRO only uses the authorization to control course pack material.

Proof copy course pack

Once you register your course pack, you are obliged to send a copy of the course pack to Stichting PRO. This issue serves as proof of the level of copying. Stichting PRO will examine whether the agreements have been adhered to by checking these proof copies and by regularly visiting the educational institutions.

This explanation is merely a summary which solely serves as an addition for the registration of course packs.

This document does not provide any legal rights. For a complete view of our terms and conditions we refer you to our official documents.

For more information please contact us.

Stichting PRO, Hoofddorp, september 2007.