

QUICK REFERENCE

COMPILING DIGITAL READERS

LINKS ARE ALWAYS ALLOWED

Internet links to **lawfully published** copyright publications (e.g. articles, books, book chapters, videos) are always allowed.

Be careful that any link you include does not decay and end up as a 'dead link' by ensuring that the selected link is persistent (e.g. DOI or permalink).

Lacking a permanent link, you can copy the URL from the navigation bar.

IS THE CONTENT AVAILABLE UNDER A CREATIVE COMMONS OR OTHER LICENCE?

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PLEASE NOTE that content taken from Open Access sources may not always be used freely.

IS THE CONTENT AVAILABLE THROUGH THE SCHOOL/ UNIVERSITY'S DIGITAL LIBRARY?

Many publishers' licences explicitly allow the use of content in readers. Please contact the AIP contact person for your university for further details.

DOES THE CONTENT INVOLVE PUBLICATIONS BY THE DUTCH GOVERNMENT OR JUDICIARY?

Any government publication of which the copyright has not been explicitly reserved as well as all laws, statutes, local acts, court rulings and administrative decisions may be included in a reader in their entirety.

DOES THE READER CONTAIN SHORT COPYRIGHT-PROTECTED CITATIONS?

Short citations can be included in readers without notification, as these come under the reader agreement HHs has concluded with Stichting PRO. A short citation is defined as:

- up to 10,000 words, but not exceeding one third, of an original non-fiction book;
- up to 8,000 words published in a journal or other periodical, but not exceeding one third of the issue in which it is contained;

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- up to 2,500 words from a work of literary prose and up to 100 lines of poetry;
- up to 1 verse and 1 chorus of any song lyrics;
- up to 5 staves of music, but not exceeding one fifth of the original work;
- up to 25 graphs, tables, diagrams, photos and illustrations, counting as 200 words each, may be cited from any original work;
- any edited court ruling (including annotations) compiled into a book or periodical by a publisher;
- any published speech or lecture (e.g. an inaugural lecture) given at an official event organised by an educational institution.

DOES THE READER CONTAIN LONG COPYRIGHT-PROTECTED CITATIONS?

All citations that are not short citations count as long citations, and the latter cannot just be included in a reader, as they are not covered by the reader agreement the HHs has concluded with Stichting PRO. To be able to include a long citation you must:

- check whether your citation is available from a **lawfully published** internet source, to which you supply a link;
- check whether the publication you are citing from is available from your institution's digital library, so that you can include the citation in the reader or provide a link to it (depending on the licence terms); or
- apply to Stichting PRO for permission to include the citation (talk to the contact person at your organization for further details).

PLEASE NOTE that there is a fee involved and that inclusion of long citations without prior permission from Stichting PRO will result in Stichting PRO imposing a fine on your institution!

MAKE SURE TO CORRECTLY ACKNOWLEDGE YOUR SOURCES!

You are required to always acknowledge the sources of any short or long citation. Doing this correctly means including the title, author, publisher and ISBN (if any) of a book as well as the year and issue number if the source is a newspaper or periodical. Unacknowledged citations may result in Stichting PRO imposing a fine on your institution.

ALWAYS INCLUDE THE CORRECT NUMBER OF USERS

It is mandatory to include the correct number of 'users' of both short and long citations. This means stating the number of students that have access to the citations, not the number actually using them.

DO NOT INCLUDE MORE THAN ONE CITATION IN ANY ONE READER

It is preferable to limit the number of citations, long or short, to one per file, because files containing more than one citation must be submitted – on paper! – to Stichting PRO for checking. This requirement does not apply if the number of citations is limited to one per file.

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