GUIDELINES FOR REPORTING

All Denmark's universities report what they copy when a new term starts, i.e. February/March and September/October.

The universities have designated one or more contact persons who are responsible for the reporting. The contact persons will ensure that the copying reported by the teachers is communicated to us, and that copying done centrally at the university is also reported.

The individual universities have chosen different methods of reporting, but generally one or more of the following methods are used:

- Details about printed as well as digital compendia and other text collections produced centrally are submitted directly from the printing house or by the university's contact person.

- Curriculum lists with detailed source references are reported by the teachers and submitted by the university's contact person.

- Surveys of literature used, including uploads to the university intranet, are reported by the teachers and submitted by the university's contact person.

- Comma-separated files are reported by the university's contact person.

If you are in doubt as to how your university reports, you can ask the university's contact person. If you have additional copied material to report, you can send an e-mail with the files attached to indberet@tekstognode.dk

Of course, you are also welcome to contact us – see contact information below in this document.

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- **display** copyrighted material on interactive boards, e.g. Smartboards.

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If in doubt, contact:

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Marlene Hansen, Researcher, Librarian, mha@tekstognode.dk, (+45) 3544 1463

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