

How to get the most out of the Schools Printed Music Licence

A quick guide for school music teachers

EVERY
COPY
COUNTS

Every Copy Counts is here to help schools get the most out of the *Schools Printed Music Licence*. We have created this guidance to explain how the licence works and what teachers need to do.

What is the Schools Printed Music Licence?

The Schools Printed Music Licence allows all schools in the UK to copy and arrange printed music, in hard copy and digital format, for their students. The licence is funded by the education departments for all state-funded schools and academies in England, Scotland, and Northern Ireland. Schools in Wales and independent schools currently pay individually*. The licence is administered by Printed Music Licensing Limited (PMLL).

The fee paid by the education departments to PMLL is distributed to publishers, who in turn distribute royalties to creators. The ambition is for this royalty distribution process to be carried out based 100% on the data provided by schools. However, the quality and the quantity of data provided by schools to date has been poor. Every Copy Counts aims to significantly increase the amount of data submitted by schools, to help PMLL implement a more equitable distribution policy and to help music creators get their fair share.

*Schools in Wales and independent schools have other arrangements. Please contact CEFM (<https://cefm.co.uk/licensing/spml-schools/contact-us/>) for further information

Meet our mascot, **Copycat**: on a mission to collect sheet music data. Find out more on the [website](#).



What do teachers need to do?

Teachers need to submit data regarding the printed music they have copied for use in school. This submission is done on the Printed Music Licensing Limited (PMLL) online portal. You simply need to create an account on the portal and submit their data.

What data do you need to submit?

Schools must submit data about **all** music that has been copied from print publications or digital downloads. You will need to collect and submit the following **five** key pieces of information:

**REMEMBER
THE BIG FIVE**



- 1. Title of work (song or piece of music)**
- 2. Title of book**
- 3. Print publisher (shown on the book)**
- 4. Music publisher (song or piece of music)**
- 5. Composer or arranger**

**IT'S DIFFERENT
FOR DIGITAL**



If you are reporting on **digital downloads**, then the data is slightly different:

- 1. Title of work (song or piece of music)**
- 2. Music Publisher**
- 3. Website purchased from**
- 4. Composer or arranger**

What does *copy* mean?

Copy can mean any of the following and is all permissible under the licence:

- photocopying
- scanning
- notation by hand
- printing
- digitising a printed original using notation software
- making arrangements
- scanning and uploading to a Virtual Learning or school network
- sharing music on a whiteboard

Teachers or their schools *must*

- Copy only **10%** of the items in anthologies or large vocal scores
- Ensure copies are only made by teachers or other school staff to be used on **school premises**. This includes peripatetic music teachers, self-employed music teachers and those employed by the local Music Service or Music Education Hub
- Ensure the number of copies made is **equal or less than the number of pupils** in the class
- Only use copies for **school purposes**. Copies must **not** be used for private activities, such as individual or vocal teaching
- Not copy publications specifically **excluded** from the licence. These are published on the [Excluded Works List](#).

When do teachers need to submit?

Data needs to be submitted each academic year, but teachers can decide when to do this. We recommend doing this weekly, fortnightly or at the end of each half-term, in order to keep on top of things. Keeping track of copies as you go along will help you to submit data more easily and accurately. The team at Every Copy Counts have created some templates to support teachers to capture and collate data in range of different ways. Click [here](#) to access the templates.

Copies made in any one academic year must either be archived at the end of that academic year or, if used again in a subsequent academic year, the data must be submitted again. This ensures the creators of the work receive annual remuneration for their work.

Free resources

As a thank you for submitting data about the music you copy, teachers can access **free** Every Copy Counts **resources and materials**, created by teachers *for* teachers on topics including:

- composing and songwriting
- copyright laws and licensing
- careers progression in the music publishing industry.

Teachers will also have access to a **free webinar series** for their students including talks from professional composers, songwriters and music publishing industry experts and presentations delivered by experienced music teachers and practitioners, spotlighting a range of ways to create music.

Every Copy Counts offers termly **exchange sessions** for teachers to connect with each other, share practice and exchange ideas.

All resources, access to webinars and exchange sessions are unlocked on submission of data about the sheet music your school has used.

FAQs

We understand that aspects of copying and the Schools Printed Music Licence can be complex, so we have compiled an FAQ which can be accessed at [here](#).

www.everycopycounts.co.uk



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