

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

A quick guide for schools

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 schools 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).

What do schools need to do?

Schools are required to report data on the printed music they have copied/arranged for use in school. This submission is done on the Printed Music Licensing Limited (PMLL) online portal. Schools simply need to create an account on the portal and submit their data.

A yellow circular logo with the text "EVERY COPY COUNTS" in a bold, pink, sans-serif font. The logo is positioned in the bottom right corner of the page, overlapping the blue footer area.

**EVERY
COPY
COUNTS**

hello@everycopycounts.co.uk

www.everycopycounts.co.uk @EveryCopyCounts

How to get the most out of the SPML

What data do schools need to submit?

Schools must submit data about **all** music that has been copied and arranged from print publications or digital downloads.

Schools will need to collect and submit the following **five** key pieces of information:

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

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 be taken to 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 photocopied, scanned or pdfs of music to a whiteboard

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. Excluded works are listed at www.pml.org.uk/guidance/spml-excluded-works-list/

How to get the most out of the SPML

When do schools need to submit their data?

There are three Every Copy Counts deadlines which fall at the end of each academic term, schools can submit at any point prior to the set deadlines. The team at Every Copy Counts have created some templates to support schools to keep track of copies throughout the year, this will help schools to submit data more easily and accurately. These can be accessed at www.everycopycounts.co.uk.

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.

How do schools submit their data?

1. Visit www.everycopycounts.co.uk to find out more information and link to the PMLL portal
2. Create a school account on the PMLL portal
3. Start submitting your copy data!

FAQs

We understand that aspects of copying and the Schools Printed Music Licence can be complex, so we have compiled a list of Frequently Asked Questions which can be accessed at

www.everycopycounts.co.uk/licence

www.everycopycounts.co.uk



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How to get the most out of the SPML

What's in it for your school?

As a thank you for submitting data Every Copy Counts has created resources including:

- A suite of learning materials created by teachers for teachers with innovative ideas for classroom composing and songwriting for all ages
- A mixed ensemble arrangement
- Guidance on copyright laws and licences
- Careers/progression routes into the music publishing industry
- Films to share with students including talks from professional composers, songwriters and music publishing experts

All resources are unlocked on submission of data.

Why should schools submit their data?

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 actual printed music being copied and arranged 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. By submitting data, schools are directly helping music creators get their fair share.

Every Copy Counts is here to help

If you have a specific question relating to copying and arranging music for your students, want support with getting started with uploading data, or have any other questions we are here to help! If you would like to chat with a member of the Every Copy Counts team on the telephone or meet virtually please get in touch at hello@everycopycounts.co.uk