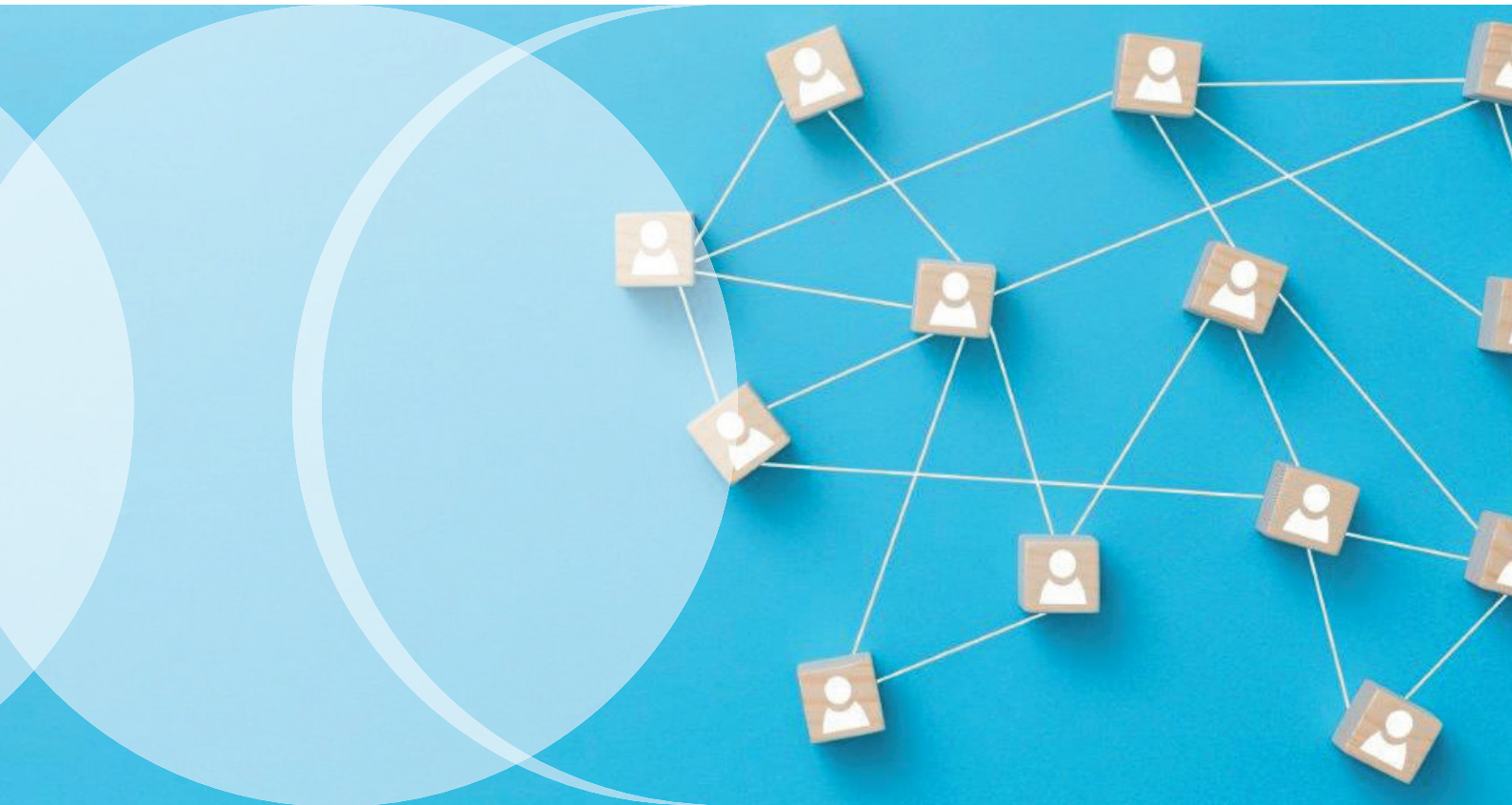


Network licences



An essential guide: Managing your licences and copyrights for standards and technical rules correctly

GOOD TO KNOW

Standards and specifications are valuable documents that provide benefits to society as a whole. Groups of experts develop these standards, investing both time and financial resources. Similar to novels, songs or movies, these technical rules are copyright-protected. It is a challenge for companies to deal properly with licences and copyrights of standards and technical rules.

This guide will help to familiarize you with these issues and answer your most important questions. Mistakes in this area can easily be made, whether it be the violation of licence agreements or copyright protections and much more. The only legally binding aspects are copyright laws and licensing conditions.

You can contact us at any time if you have questions. Our experienced staff can help you optimize your current licence management.

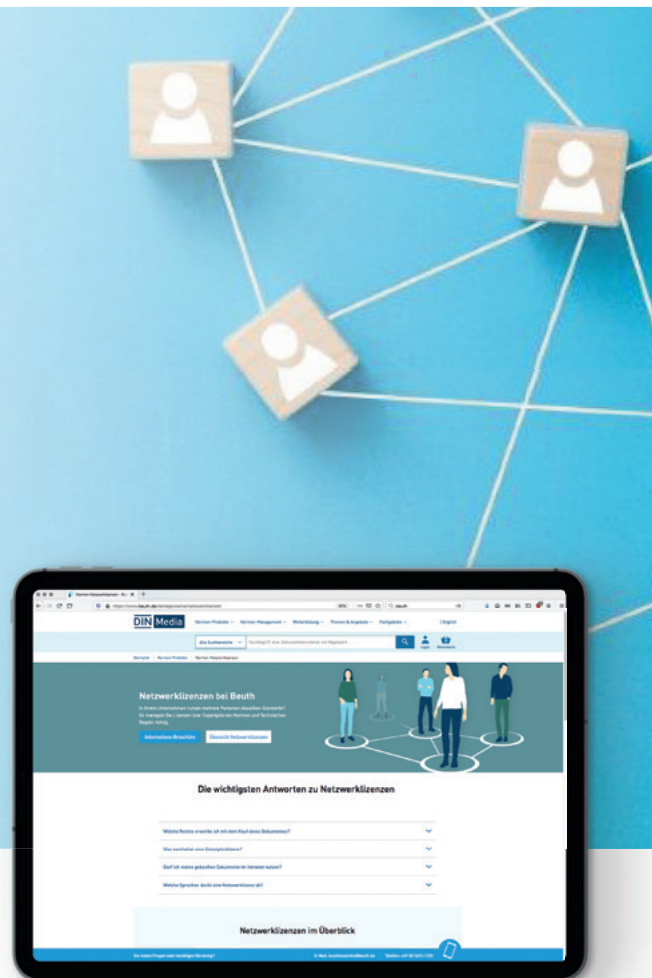
FAQ

What is the best way to deal with standards I have purchased in PDF format?

As soon as your payment has been accepted, you may save the file at a single-user work station and use it there locally for your own purposes. Your internal company network is not included. You are not permitted to load and/or use files in such a network. Printing, saving and producing single paper copies are only permitted within the narrow limits of copyright. There may be further restrictions at the time of ordering.

What does the term “network licence” actually mean?

A network licence allows you to reproduce the documents you have purchased solely for in-house purposes. You can also make your standards collection available to other staff members via your company intranet. Yet having a licence does not mean that you have bought the documents. The licence fee covers the time you can make the documents accessible within your network.



→ **By the way:** In addition to our wide range of network licences relating to standards, DIN Media also offers software solutions suitable for various licensing models.

What counts as “internal use”?

“Internal use” means usage of a document within your own company. This generally includes subsidiaries, branches, foreign offices, etc., as long as your company holds a majority interest. Internal use does NOT apply to second-tier subsidiaries or suppliers. If you want the licence to cover subsidiary employees, this has to be expressly stated.

What does DIN mean by reproduction/duplication?

“Reproduction” or “duplication” is any form of copying a DIN Standard, be it by photocopying, printing, filming, scanning, or even copying by hand. By the way, this also applies to other technical rules.

Does a DIN Standards network licence also cover other collections?

A DIN Standards network licence only covers documents published by DIN. Each technical rule publisher sets their own conditions with which all users must comply. Every user is obliged to follow these rules. DIN Media offers a wide range of network licences on our webshop. Go to www.dinmedia.de/en/network-licences

In most cases we can help you directly, with one exception: DIN Standards with VDE classification. These must be ordered directly from VDE Verlag.

What network licensing models are there?

1. **Simultaneous user:** With this model, you choose the number of users who can use a document at the same time. This is also called a “floating licence”.
2. **Number of users:** The cost of this model is based on the number of users who will access the documents.
3. **Company size:** Here the cost is based on the total number of employees in your company. The number of actual users plays no role here. If your company has several sites, the number of employees at all sites taken together will be used for price calculation.
4. **Number of sites:** The price is calculated based on the number of company sites (determined by postal address). Can I choose the licensing model myself? Each technical rule publisher lays down their own calculation model and fee. Normally, there is only one calculation model per technical rule collection which cannot be negotiated.

WHAT ADVANTAGES DOES A DIN MEMBERSHIP OFFER?

DIN membership includes the right to reproduce DIN Standards (excluding DIN Standards with VDE classification) for their own use in a company intranet. DIN Members do not have to obtain a separate network licence in this case.

How can I use standards within my company intranet?

The DIN Media webshop: Go to the DIN Media webshop at www.dinmedia.de/en/network-licences to find out what types of network Network licences available and download the order forms.

Order form: Once you have submitted an online order form we will send an invoice for the current calendar year, starting from the time of order. This invoice also serves as proof of the licence purchased. The licence will be automatically renewed for the next calendar year based on your current information.

Request forms: Some technical rules must be ordered directly from the issuer. Fill out the online request form on our webshop under "Network Licences". We will then contact the publisher for you, who will then provide an offer.

Important: Licences for standards collections published outside of Germany (except for ISO Standards) are not automatically renewed. You need to inform of us any changes in user parameters.

How long is a typical period of use?

Licence fees normally cover a period of 12 months. The licence is effective until cancelled. The customer is obliged to inform DIN Media yearly of any changes in usage – for example, if the number of standards, users or sites has changed.

What should I do if there are documents in our network that we no longer need?

Send us an email and let us know – at least 4 weeks before the licence runs out.

Important: Please make sure that when the licence runs out it is no longer possible to access the standards via your network.

What other types of reproduction/duplication are there?

For example, you may want to cite the text or parts thereof in technical literature, use standards for educational purposes, or distribute them to customers, partners or other third parties not belonging to your company. Or you may want to create an advertising brochure, develop software, etc. that involves text(s) from a standard. In this case, please refer to the online information available at the DIN website under "Standards and the law" → "Standards and copyright" and fill out the form. The Legal Department for the DIN Group will get back to you once we have received your form.

How can I get permission to reproduce DIN Standards without having to buy a license?

Go the DIN website and fill out the convenient online form. The form asks you to list which standard(s) or excerpts from standards you wish to reproduce and for what purpose (advertising, technical literature, educational, etc.)



**DIN MEDIA IS YOUR
IDEAL PARTNER
WHEN IT COMES TO
STANDARDS.**

NEED HELP? DIN MEDIA IS HERE FOR YOU!

When it comes to purchasing and managing network licences, the objectives are both compliance and profitability, which presents significant challenges.

Take the guesswork out of compliance and take advantage of our expertise. New questions are bound to pop up in the process. How many documents do we really need? Which users require access and which do not? Who will monitor copyright compliance?

Contact:

Tel: +49 (0)30 2601-2759

Email: international@dinmedia.de



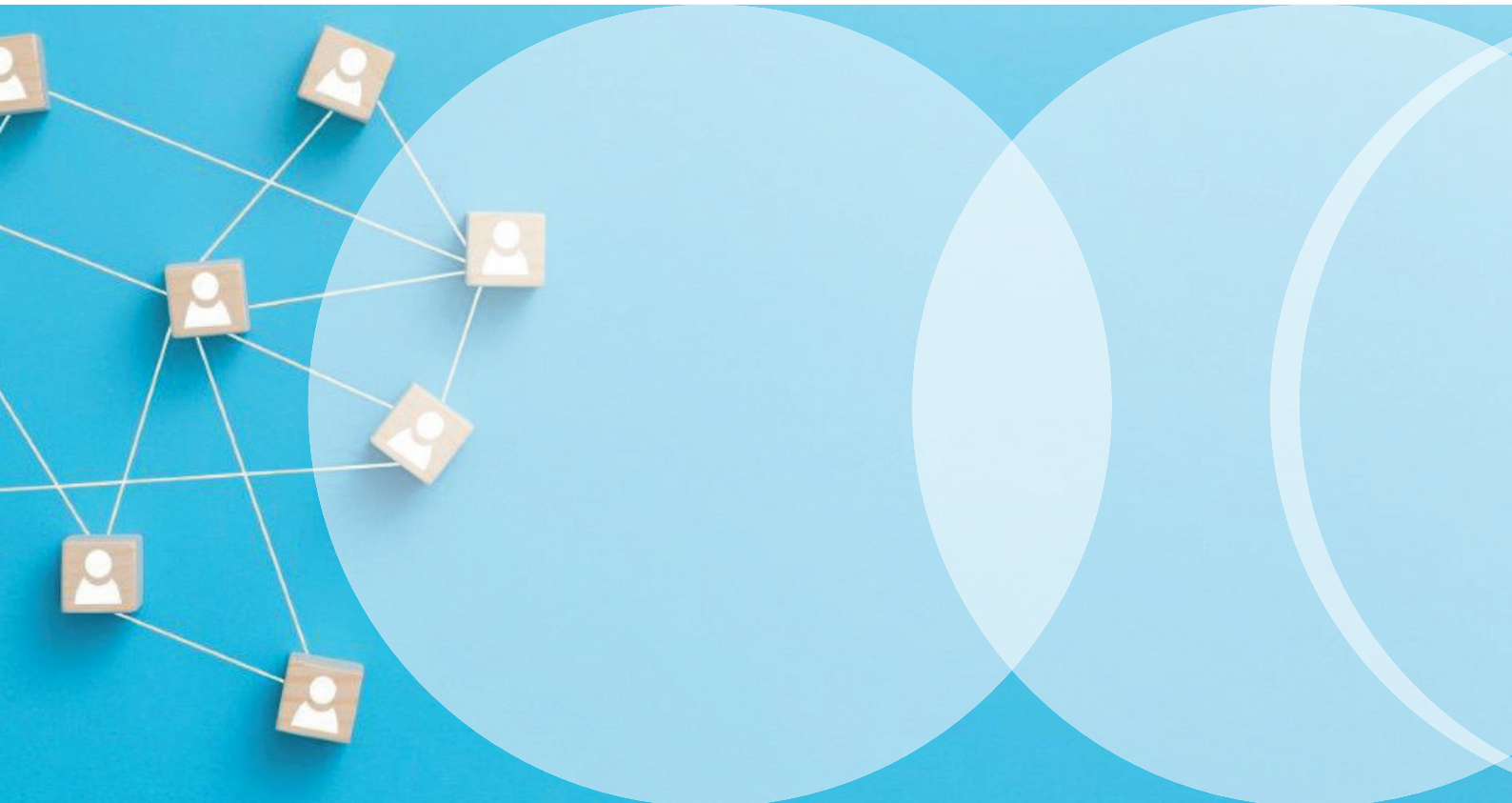
PRACTICAL WAYS DIN MEDIA CAN SUPPORT YOUR BUSINESS:

Licence management using your current standards management solution

Maybe you already have a standards management solution or are still in search of the right system for your needs. We will come directly to your office and explain how you can integrate your documents in accordance with the licence terms and what you might need to do this. A web conference can be arranged, depending on the type and extent of the consultation. We will be happy to send you a non-binding offer tailored to your needs.

Licence management using the DIN Media Standards Manager

Do you already have Perinorm or e-Norm or plan to use Nautos in the future? Your personal DIN Media Standards Manager can also take on your licence management, along with any other tasks that your standards department normally handles. In addition to the procurement of standards, the DIN Media Standards Manager will ensure compliance with your licensing conditions. This will free up your time so you can focus on other priorities. We will be happy to send you an individual offer.



NOW LET'S TALK ABOUT THE DETAILS!

Ask the experts!

We are happy to answer all your questions regarding standards licences and copyright.

Tel: +49 (0)30 2601-2759

Email: international@dinmedia.de