



## Course Pack Production and Compilation of Digital Reading Materials

We are delighted to introduce the Library's new service on course pack production and our support to academic staff in their compilation of digital reading materials for their students.

### What course packs are about

A "course pack" is a compilation of photocopied extracts of licenced materials (for paper copies of course pack), or a compilation of extracts of licenced materials for scanning in the form of scan copies (for scan copies of course pack), designed in advance to be used in support of a course of study, such as a module of a programme or a short course. With the varieties of resources available in digital format, it is also common to produce "digital course packs" composed of electronic and digitized resources, such as e-reference, e-books, e-journals and e-newspapers provided by the Library, other web-resources, or even digitized copies of printed materials. Samples of digital course packs can be found at the Library Website at [http://www.lib.ied.edu.hk/course\\_pack/digital.html](http://www.lib.ied.edu.hk/course_pack/digital.html).

### License agreements with HKRRLS

The Institute has signed two licence agreements with the Hong Kong Reprographic Rights Licensing Society Ltd. (HKRRLS) to enable the production of photocopied (paper) and scanned (digital) course packs within the Institute. Licence agreements made between the Institute and HKRRLS, internal guidelines, workflow of course pack production, as well as production cost and licence fees involved can be found at [http://www.lib.ied.edu.hk/course\\_pack/index.html](http://www.lib.ied.edu.hk/course_pack/index.html). The Library is responsible for implementing both agreements and will assist academic/teaching staff in all matters relating to course pack production. You are welcome to contact Mr Emil Li at 2948-6575 or Mr Shen Liming at 2948-6511 for further information.

### Connecting learners with Library's digital contents on Moodle

Other than producing course packs, academic colleagues are welcome to integrate the rich online resources provided by the Library into their Moodle course pages by embedding the permanent URL links. Permissions from content providers may be required if full-text files of the copyrighted materials are to be uploaded to Moodle. Academic colleagues are welcome to send their reading lists to Mr Emil Li or Mr Shen Liming for licence checking and copyright clearance.

### Library workshops on compilation of course packs and reading materials

It is important that the terms and conditions of the HKIEd-HKRRLS Licence Agreements as well as other requirements of the Copyright Ordinance are observed by all parties involved in the compilation of course packs and other reading materials. The first Library workshop on copyright and course pack production has been held in June 2013, PowerPoint presentations and video recordings of which can be viewed at [http://www.lib.ied.edu.hk/course\\_pack/seminar.html](http://www.lib.ied.edu.hk/course_pack/seminar.html). The next workshop will be held on Thursday, 14 November, 2013. Details of the workshop and registration can be made at [https://apps.lib.ied.edu.hk/bireg/bi\\_insert\\_req\\_staff.php](https://apps.lib.ied.edu.hk/bireg/bi_insert_req_staff.php).

### ACT now

The Library is looking forward to working closely with academic colleagues on the production of course packs, as well as the compilation of digital reading materials for their students. Please contact our Academic and Learning Support Section at 2948-6653 to find out more.

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