

**The Education University of Hong Kong Library
Course Pack Production Order Form
(Scan Copies - Copyright Clearance Not Required)**

Course Code: _____
Course Title: _____
Number of Students: _____ (as of _____)
First Date of Class: _____ Last Date of Class: _____
Additional Instructions: _____
Name(s) of Professor(s)/Instructor(s): _____
E-mail: _____ Phone: _____
Department/Office/Unit: _____
Name of Contact Person: _____
E-mail: _____ Phone: _____

I/We hereby authorize the Library to produce the above Course Pack. I/We confirm that I/we will obtain the copyright permissions for the materials to be included in this Course Pack by myself/ourselves and no copyright clearance is required from the Library. I/We will further defend and indemnify The Education University of Hong Kong and its Library against any liability if any of the information provided by me/us is inaccurate or incorrect.

Signature of Professor(s)/Instructor(s): _____

Date: _____

Please complete and sign this Course Pack Production Order Form and return to:

Course Pack Production Team, Library,
Room E-1/F-02, The Education University of Hong Kong,
10 Lo Ping Road, Tai Po, N.T.

Enquiries: Mr Emil Li
Phone: 2948 6575
E-mail: cheukwai@eduhk.hk

For Library Use Only:

EdUHK Course Pack Serials Number: _____ Date: _____

Copyright clearance is not required