

EdUHK Library
Production of Paper Copies of Course Packs

This document is applicable only to the production of Paper Copies of Course Packs. For scan or digital copies of Course Packs, please refer to the document “Production of Scan Copies of Course Packs”.

A. General Information on Paper Course Pack Production

A1. The University has entered into Licence Agreement with the Hong Kong Reprographic Rights Licensing Society (HKRRLS) for production of paper and scan Course Packs. The Library will co-ordinate and handle the production of Course Packs requested by individual academic departments. Under the Licence Agreement, HKRRLS grants the University a non-exclusive and non-transferrable licence to make and use Paper Copies and/or Scan Copies of Licenced Materials for preparation of Course Packs subject to the terms and conditions set out in the said Licence Agreement.

A2. Definition of Course Pack and Licenced Materials

- (i) According to the said Licence Agreement, a Course Pack is a compilation of photocopied extracts of Licenced Materials, designed in advance to be used in support of a course of study.
- (ii) Licenced Materials refer to the works described in Schedule II of the said Licence Agreement, i.e. all literary, musical, dramatic or artistic Works, or a part of such works in original printed form, of which copies have been issued to the public whether in the form of a book, magazine, newspaper, journal, periodical or otherwise excluding all textbooks, all Works listed in Schedule IV of the Licence Agreement, and those works (if any) listed in writing by the HKRRLS and issued to the University in January and July of each year during the term of the Licence Agreement. The exclusion list and additions to the exclusion list shall not take effect until one month after written notification to the University.

A3. All requests for production of Course Packs must comply with the Copyright Ordinance and the said Licence Agreement made between the University and HKRRLS. The Library reserves the right not to accept any request for Course Pack production in case of doubt.

A4. Instructors shall make Course Pack production requests through their Departments. Restrictions imposed by HKRRLS must be observed, which are summarized below for quick reference (please refer to the original Licence Agreement for details):

- (i) The Course Packs must be used for instruction of EdUHK courses and distributed only to EdUHK students and instructors (i.e. academic or teaching staff) of the

relevant courses.

- (ii) All copies of the Licenced Materials and Course Packs must be made on the initiative of the University's instructors, and made by the University's instructors or staff, or by staff of organizations owned or financed by the University, or by staff of any organizations authorised by HKRRLS.
- (iii) All copies of the Licenced Materials and Course Packs must be made within the premises of the University, or organizations owned or financed by the University, or any organizations authorised by HKRRLS.
- (iv) Only one Course Pack can be prepared in relation to the same course of study.
- (v) With respect to a Course Pack, it shall not include copies of extracts from more than 30 works in which copyright subsists under the Copyright Ordinance.
- (vi) With respect to each issue of newspaper, journal or periodical, no more than one (1) complete article can be copied from that issue of newspaper, journal or periodical for a Course Pack.
- (vii) With respect to Licenced Materials other than newspapers, journals or periodicals, no more than 10% or a chapter, whichever covers the smaller portion, can be copied for a Course Pack.
- (viii) A per page per copy licence fee has to be paid to the HKRRLS.
- (ix) The University may apply to the HKRRLS for extension of the limitations set out in (v), (vi) and (vii), and that an appropriate fee to be determined by the HKRRLS shall be charged for granting such permission.
- (x) The following statement must be exhibited on the first page of every Course Pack:
"This material (Reference No. xxxxx (no. to be obtained from HKRRLS by Library)) has been copied in accordance with the terms of the licence issued by The Hong Kong Reprographic Rights Licensing Society Limited. You are not permitted to make any further copy of this material, or to make it available to others. No re-sale is permitted."

A5. Copyright Clearance

- (i) The Library will serve as the copyright clearing house and will liaise with HKRRLS as well as relevant copyright agents and owners for copyright clearance. The following table serves as a general guideline for copyright clearance actions required for different types of materials. The Library will always seek clearance from the copyright agents and owners in case of doubt.

1. Materials with copyright owned by requesting instructor(s) or the University.	Copyright clearance is not required.
2. Materials provided by the requesting instructor(s) to their students including course details, grading criteria, assignments, reading list, URLs for accessing online resources which the students have right to access (e.g. electronic resources subscribed by the Library, open access journals, etc.), examination details, etc.	Copyright clearance is not required.
3. Some of the materials available from electronic resources subscribed by the Library, with permission for making use of their content materials for Course Pack production in their licence agreements.	Copyright clearance is not required.
4. Materials not covered by any licencing bodies.	Copyright clearance is not required according to Copyright Ordinance Section 41A “Fair dealing for the purpose of giving and receiving instruction” and Section 45 “Reprographic copying made by educational establishments or pupils of passages from published works”, provided all requirements of fair dealing have been complied with. Reasonable portions of the materials can be used in a fair manner without obtaining copyright clearance. In considering what constitutes “reasonable portion” or “fair manner”, all the circumstances of the case have to be taken into account, including the purpose of the use; the nature of the materials; the amount and substantiality of the portion of the materials to be used; and the effect on the potential market for or value of the materials.

5. Materials licenced from licencing bodies, including HKRRLS.	Copyright clearance is required and fees need to be paid to HKRRLS and/or other relevant licencing bodies.
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- (ii) Reproduction of textbooks and “consumables” such as worksheets, assignments, exercises, tests, etc. in the Course Packs is not allowed.
- (iii) Instructors are strongly advised to make use of the Library’s existing electronic resources in their compilation of course reading materials, as they require no additional cost and are more environment friendly. URL links to full-text e-journal articles, e-newspaper articles and e-book chapters subscribed by the Library can be provided to their students instead of making print copies in a paper Course Pack. Some publishers may further permit instructors to add full-text files from their databases directly in digital Course Packs. Please contact the Library for further details.
- (iv) If copyright clearance is required for a Course Pack:
 - a. The requesting instructor(s) shall indicate the need for copyright clearance by filling in the Course Pack Production Order Form A1 (as at **Attachment 1**).
 - b. Instructors making the requests should provide to the Library a complete bibliography as stipulated in the EdUHK-HKRRLS Licence Agreement on the Course Pack Copyright Materials Form A3 (as at **Attachment 3**) for all the content materials of the Course Packs prepared by them, and which are not their original works or with copyright not owned by them or the University.
 - c. The Library will first check the proposed content materials against its electronic resources. Instructors will be informed the amount of works which will be available online to their students from the Library’s electronic resources either via URL links or as full-text files in digital Course Pack, and shall inform the Library whether such materials should be removed from the Paper Copies of Course Pack.
 - d. For those copyright materials which are not covered by the EdUHK-HKRRLS License Agreement, the Library will try to contact the relevant copyright agents or owners for copyright clearance. In such circumstance, the time required for securing copyright permissions will be longer.
 - e. Administration fee will be charged by the Library for copyright clearance of the reading materials contained in the Course Pack at \$10 for each copy of Course Pack produced.
 - f. Administration fee listed in A5(iv)e will be charged irrespective of the final results of copyright clearance.
 - g. The requesting instructor(s) must provide accurate and correct copyright information of their Course Packs to the Library and shall bear the full responsibility if they failed to do so.
- (v) If copyright clearance is NOT required, the requesting instructor(s) shall use the Course Pack Production Order Form A2 (as at **Attachment 2**). The Library will not

bear any legal and financial liabilities if copyright clearance is subsequently required for that Course Pack.

A6. Charging Scheme

- (i) Charges for the production of a Course Pack will include:
 - a. Licence fee payable to HKRRLS:
 - \$1.00 per page per copy made of the Licenced Materials for the period 1 January to 31 December 2023 (with Production Service Incentive of \$0.05 per page per copy)
 - \$1.00 per page per copy made of the Licenced Materials for the period 1 January to 31 December 2024 (with Production Service Incentive of \$0.05 per page per copy)
 - Additional charges by HKRRLS according to A4(ix)
 - b. Licence fee payable to other licencing bodies or copyright owners
 - c. Photocopying fee payable to Library:
For black and white photocopying:
 - single-side printing: \$0.30 per page (inclusive of printing and paper)
 - double-side printing: \$0.60 per sheet (inclusive of printing and paper)
 - d. Binding fee payable to the Library: \$15 per copy, inclusive of printing of cover and spiral ring binding
 - e. Administration fee payable to the Library if copyright clearance is required (see A5(iv)e):
 - \$10 per copy of Course Pack produced
- (ii) Different photocopying fees and binding fees may apply if the total production quantity exceeds the capacity of the Library' photocopying facilities and outsourcing of production is required.
- (iii) The Library will inform the requesting instructor(s) via their Department Office of the total charges (i.e. the unit price) of the Course Pack after relevant copyright clearance has been obtained.

A7. A minimum of 10 copies is required for each order.

B. Guidelines and Workflow on Production of Course Pack

	Action
B1. Instructors should start preparing Course Packs at least two months before the beginning of the semester in which the course will be held.	Instructors
B2. Instructors requesting for production of Course Packs should fill in and sign either <u>Course Pack Production Order Form A1</u> if copyright clearance is required, or <u>Course Pack Production Order Form A2</u> if no copyright clearance service is required (see A5(iv) and A5(v)). If <u>Form A1</u> is used, the requesting instructor(s) should also fill in <u>Course Pack Copyright Materials Form A3</u> listing all content materials requiring copyright clearance for subsequent action by the Library.	Instructors
B3. Instructors should send the completed form(s) mentioned in B2 to Mr Emil Li of Library for record and processing via their Department Office at least six weeks before the start of the semester. A soft copy of the completed <u>Form A3</u> should also be e-mailed to Mr Emil Li at cheukwai@eduhk.hk for forward submission to HKRRLS and/or copyright owner(s). All required forms are obtainable at the Library Website (www.lib.eduhk.hk) or Course Pack Corner on the EdUHK Intranet.	Instructors Department Office
B4. The Library will cross check the materials listed in <u>Form A3</u> against its electronic resources holding and will advise the requesting instructor(s) if any of the materials are available from the Library's electronic resources. The requesting instructor(s) may revise their content materials on <u>Form A3</u> accordingly (see A5(i) and A5(iii)).	Library Instructors
B5. The Library will check the revised materials list on <u>Form A3</u> against the permission list issued by HKRRLS. If special copyright permission from individual copyright owners is needed, the Library will contact the requesting instructor(s) and seek their consent as longer processing time will be required (see A5(iv)d).	Library
B6. The Library will clear copyright with the HKRRLS and/or other copyright owners, normally four weeks before the start of the semester.	Library
B7. Also at four weeks before the semester begins, the requesting instructor(s) should prepare and submit to the Library a nice photocopy or print out of the materials (the camera-ready "master copy") for inclusion in the Course Pack according to the following	Instructors

guidelines:

- (i) Provide dark, clear and legible copy
Make sure the “master copy” is clear and legible. Check for good contrast and ensure that no line is broken.
 - (ii) Reserve at least 20 mm margin on all sides of pages
Reserve enough space on the margins of each page so that no text will be lost in photocopying and binding. 20 mm is a minimum. 25 mm is recommended.
 - (iii) A4-size master copy only, avoid odd-size copy
“Master copy” must be printed on A4-size white paper. If a page is taken from a leaflet or brochure, it should be enlarged or reduced to A4-size first.
 - (iv) Black-and-white images only
Course Packs will only be produced in black and white. Colour materials will not be reproduced satisfactorily.
 - (v) Single-sided photocopies
All pages should be numbered sequentially and page numbers should be provided at the bottom of all pages of the Course Pack.
 - (vi) No staples, no “manual paste-up” artworks
The “master copy” will be fed into an automatic document feeder. Documents with staples or bindings therefore cannot be accepted. Do not send “paste-up” copies. Photocopies of all these “artworks” should be made for passing to the Library.
 - (vii) Compile a table of contents for the Course Pack with the correct page numbers. This table of contents will be reproduced as the first page (p. 1) of the Course Pack.
 - (viii) Make copies of the documents for their own record before making submission to Library, as the “master copy” will be kept by the Library for some time.
- B8. After copyright has been cleared by the HKRRLS and/or the copyright owner(s), the Library will provide an unbound proof of the

	Action
Course Pack (the “dummy Course Pack”) to the requesting instructor(s) via their Department Office for confirmation. The Library will also inform the requesting instructor(s) and the Department Office the total cost (i.e. unit price) of Course Pack production, which includes applicable licence fee, photocopying fee, binding fee and administration fee for copyright clearance. For details of the charges, please refer to A5(iv)e and A6.	Library Library
B9. The requesting instructor(s) should approve and return the “dummy Course Pack” to the Library in good condition (which becomes the “blue print”) together with the <u>Course Pack Proof Confirmation Form A4</u> (as at Attachment 4) as soon as practicable, and in any case, not later than two working days before the Library proceeds with the production process. The Library will be held responsible if the final printed product of the Course Pack has any deviation from its “blue print”. Checking of the accuracy of the final printed product against its “blue print” is at instructors’ own discretion.	Instructors Library
B10. In their first lecture, the instructors should inform their students about the Course Pack and its unit price. They should also instruct their students to approach their Department Office within the first two weeks of the semester to order and pay for the Course Pack by filling in their details on the <u>Course Pack Student Order Form A5</u> (as at Attachment 5). Instructors are not allowed to lend their Course Packs to students for photocopying. They must duly inform and warn their students that they are not allowed to photocopy their course-mates’ Course Packs, or re-sell their Course Packs to any other persons. Fee paid for the Course Pack by the students is not refundable.	Instructors Instructors Department Office Students Instructors Students
B11. Students who would like to order the Course Pack should make payment at the Octopus Payment Machines (“OPM”) located at Block B2/ B4/ the Learning Commons at Block C. They choose “Course Pack” from the “Item” tab, then choose the icon of the Octopus Code for the course pack being purchased. Students should submit their original Octopus receipts to the Department Office as proof of payment within the first two weeks of the semester.	Department Office Students
B12. The completed <u>Course Pack Student Order Form A5</u> should be kept by the Department Office for collection of Course Packs by students.	
B13. The Department Office should collect the fees from students first	Department Office

Action

- before confirming with the Library the total number of copies of the Course Pack to be printed (including number of copies paid by students, and number of copies paid directly by the Department for the instructors, examiners, etc.) and the expected time of delivery. If the printed Course Packs are to be delivered to the TKOSC, the Department Office should also inform the Study Centre Office.
- Department Office
Library
- B14. After receiving confirmation of the contents (re B8 and B9) from the requesting instructor(s) and number of copies paid from the Department Office (re B13), the Library will proceed with the production and will notify the Department Office when the Course Packs are ready for collection, which normally will take at least 5 working days after the Course Pack contents and number of copies have been confirmed.
- Study Centre Office
Library
- B15. The Department Office will arrange collection of the Course Packs from the Library, and will inform the requesting instructor(s) and students to collect the ordered Course Packs at the Department Office or TKOSC within a designated timeframe.
- Department Office
- B16. The Department Office will attach the students' original Octopus receipts (sample as at **Attachment 6**) to the Course Pack Student Order Form A5 and forward them to the Finance Office within the same month of receipts to ensure timely record of income and reconciliation. The Department Office should indicate on Form A5 which students have paid and collected the Course Packs, and the corresponding Octopus receipt numbers.
- Department Office
FO
- B17. FO will credit the amount collected from students to the Library's account to offset the production cost. Costs for the copies for instructors and examiners will be charged directly from the Department's account. The Department Office should advise on Form A5 the charging code and have endorsement from the respective budget holder.
- FO
- B18. If there are small number of students who did not place order in the first two weeks (re B10) and wish to order the Course Pack within 30 calendar days from the first day of the course for which the Course Pack is used, they may approach the relevant Department Office and make their orders and payments by following the procedure as described in B10 and B11. Longer time may be required for the production run and a minimum of 10 copies is required for each
- Department Office
Students

Action

order.

B19. The Library will settle the relevant licence fees with the HKRRLS and/or copyright owner(s), which have been included in the total production cost of the Course Pack.

B20. Other Logistics Arrangements

Library

(i) The Library will try to accommodate urgent dispatch or collection requests. Extra costs may be incurred.

(ii) The Library will not keep stock of the Course Packs.

B21. Contact Information

Please contact Mr Emil Li of Library regarding Course Pack production by phone at 29486575 or by e-mail at cheukwai@eduhk.hk.

rev Dec 2016, Dec 2018, Dec 2022

Attachment 1

The Education University of Hong Kong Library
Course Pack Production Order Form
(Photocopies - Copyright Clearance 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 secure all copyright permissions for items attached from copyright owners and licensing bodies including the Hong Kong Reprographic Rights Licensing Society (HKRRLS) for the production of Course Pack. I/We will either attach a complete bibliography or provide complete citation information on all the content materials of the Course Pack which requires copyright clearance. I/We understand that incomplete citation information can delay the Course Pack copyright clearance and production. 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 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: _____

HKRRLS Reference Number: HCP _____ HE Date: _____

Attachment 2

The Education University of Hong Kong Library
Course Pack Production Order Form
(Photocopies - 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

Attachment 3

**The Education University of Hong Kong Library
Course Pack Copyright Materials Form
(Photocopies - Copyright Clearance Required)**

Course Code: _____

Course Title: _____

Total Number of Students: _____

First Date of Class: _____

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

Department/Office/Unit: _____

Name of Contact Person: _____

E-mail: _____ Phone: _____

Please complete the list below and return to Mr Emil Li by e-mail at: cheukwai@eduhk.hk

	Name of Author(s)	Title of Book / Journal (Including Edition or Issue No.)	Name of Publisher	Publication Year	ISBN/ISSN	Total Number of Pages of Original Publication	From Page No.	To Page No.	Total Number of Page(s) Used
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
Total:									

Attachment 4

The Education University of Hong Kong Library
Course Pack Proof Confirmation Form
(Photocopies)

Attached please find a proof of your Course Pack (“dummy Course Pack”) for your confirmation. Please check carefully and confirm the following:

- (a) Your name(s) and your course title appear correctly on the front cover
- (b) All works contained on this proof are correct and in correct sequence

If you accept this proof, please complete and sign on the following form and return it with the proof in good condition to the Library.

Course Pack Production Team
 Library

Enquiries:

Mr Emil Li

Phone: 2948 6575

E-mail: cheukwai@eduhk.hk

To: Mr Emil Li, Course Pack Production Team, Library

Course Code: _____

Course Title: _____

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

Number of Students: _____

First Date of Class: _____

Please tick one:

- I/We confirm the contents of the proof which is now returned. Please arrange the production with the number of copies as specified by my/our Department Office.
- Amendments are required and are marked on the proof. I/We understand that additional charges will be incurred for amendments at this stage.

Signature: _____

Date: _____

The Education University of Hong Kong Library
 Course Pack Student Order Form
 (Photocopies)

Department: _____ Course Code: _____ Unit Price: _____ Sheet No.: _____ Octopus Code: _____

	Student Number	Student Name	Mobile Number	For Department Office Use Only				
				Octopus Receipt Submitted			Course Pack Collected	
				Octopus Receipt Number	Receiving Staff's Signature	Date	Student's Signature	Date
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Notes:

- Ordering:** Students should fill in their details for Course Pack ordering.
- Payment:** Student should use Octopus Payment Machines (“OPM”) at Blk B2/ B4/ the Learning Commons at Blk C to make the payment.
- Students should submit the **original Octopus receipt** to the Department Office as proof of payment.

For Department Office Use Only

	Students	Other Course Users
No. of Copies of Course Pack Printed:		
No. of Octopus Receipt submitted to FO:		NA
Debit Department/ Project (i.e. Charging Code):	NA	
Amount (\$):	(A)	(B)
Total Amount (A+B):		

 Signature of Head of Department / Project Leader

 Date

Contact Person: _____ Phone No.: _____ Date: _____



iPay@MTR
香港教育學院
Official Receipt
正式收據

Top-up iEdSmart ePurse 教院通電子錢包增值
Buy 1 at \$0.10 \$0.10-

TOTAL \$0.10

Octopus Payment/八達通付款 \$0.10

Octopus No. 八達通卡號碼 : 86490832

Receipt no. 收據號碼 : 100019

Amount Deduct 扣除金額 : \$0.10

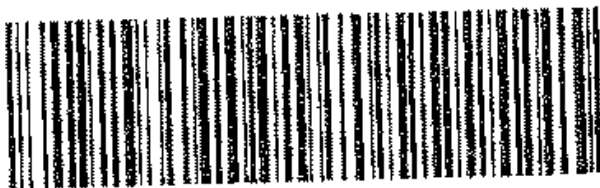
Remaining Value 餘額 : \$68.10

Device No. 機號 : 40E742

=====
Thank You

Date/Time 日期/時間 : 2011-4-21 15:33:05

Shop/Location 店號/區號 : 0



186B3256D90001

End of Receipt