

Education Bureau Circular Memorandum No. 180/2018

From: Secretary for Education

Ref: (11) in EDB(EID/ITE)/IT/IP/4/2

Date: 13 November 2018

To: Heads of Government and Aided
Primary and Secondary Schools
(including Special Schools),
Caput Schools and Kindergartens
joining the Free Quality
Kindergarten Education Scheme

Licence Scheme for Photocopying and Facsimileing of Hong Kong Newspapers and Magazines at Schools by The Hong Kong Copyright Licensing Association Limited

Summary

The purpose of this circular memorandum is to inform schools of the above Scheme offered by The Hong Kong Copyright Licensing Association Limited (“HKCLA”).

Background

2. The HKCLA, which has offered a licence scheme for photocopying and facsimileing of 16 newspapers and 20 magazines in Hong Kong, agreed in November 2017 to waive the licence fees for kindergartens, primary and secondary schools under prescribed conditions to make photocopies of articles in the Hong Kong newspapers and magazines for internal reference or instructional purposes for a period of one year. The waiver is due to expire on 14 November 2018.

Details

3. This is to inform schools that the HKCLA has agreed to continue to waive the licence fees for government and aided primary and secondary schools (including special schools), caput schools as well as kindergartens joining the Free Quality Kindergarten Education Scheme under the prescribed conditions for the coming year **from 15 November 2018 to 14 November 2019**. The waiver for the new period will cover the licence fees for photocopying and facsimileing of 17 newspapers and 20 magazines in Hong Kong. For details, please refer to the letter from the HKCLA at Appendix 1 or visit their website at (<http://www.hkcla.org.hk>).

4. Schools are reminded that they should report their monthly usage to the HKCLA by completing in the monthly reporting form at Appendix 2.

Enquiries

5. For further enquiries about the Licence Scheme, please contact the customer services of HKCLA at 8105 0550 or by email (enquiry@hkcla.org.hk). For other enquiries, please contact Mr NG Chi-fai at 3698 3610 or Mr LEE Kin-wan at 3698 3601 of the Information Technology in Education Section.

Dr WC HO
for Secretary for Education

c.c. Heads of Sections - for information

15 October 2018

Dear Principals and Teachers,

We, The Hong Kong Copyright Licensing Association Limited (“HKCLA”), hereby confirm to waive licence fees for government and aided primary and secondary schools (including special schools), caput schools as well as kindergartens joining the Free Quality Kindergarten Education Scheme under prescribed conditions at **making photocopies** of our printed publications¹ for internal reference and instructional purposes in the successive term continuously, from 15 November 2018 to 14 November 2019.

Waived Criteria

1. For internal reference purpose, your school should be registered as a government or aided primary and secondary school (including special school), a caput school or having joined the Free Quality Kindergarten Education Scheme for kindergarten under Education Bureau.
2. All private, Direct Subsidy Scheme (DSS) and any other non-government or non-aided types of schools are EXCLUDED in this waiver.
3. For instructional purpose, the number of copies to be made of any one article is not more than 20% of total number of students in one school.
4. Distribution should not be made in any digital format, including school intranet platform, the Internet or social media, etc.

For details of our licensing schemes, please visit our website at http://www.hkcla.org.hk/service_licence_schemes.php. Meanwhile, you have to follow the terms and conditions of our General Photocopying Licence at making photocopies of our publications for the permitted use. Or you can visit <http://www.hkcla.org.hk/pdf/General.pdf> for the details of the terms and conditions.

All schools established under Private Independent School Scheme, English School Foundation, Direct Subsidy Scheme, private, non-government and non-aided schools as well as the kindergartens not joining the Free Quality Kindergarten Education Scheme are excluded.

Report Usage

Each school has to report her monthly usage by filling in the attached reporting form to us no later than 30 days after the end of the previous month. You may also download the form from our website http://www.hkcla.org.hk/pdf/Education_eng.pdf. Completed form should be returned either by fax to 2603 7165, by email to enquiry@hkcla.org.hk or by mail to Unit 13, 17/F, Trend Centre, 29-31 Cheung Lee Street, Chai Wan, Hong Kong.

Nil return is **NOT** required.

Should you have any enquiries, please feel free to call our customer services at 8105 0550 for assistance.

Yours faithfully,

Joanne Law

Business Manager

The Hong Kong Copyright Licensing Association Limited

c.c. Ms. Priscilla Tin, Chairman of The Hong Kong Copyright Licensing Association Limited

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¹ Publications: Newspapers – 香港01, am730, Headline Daily, China Daily Hong Kong Edition, Hong Kong Commercial Daily, Hong Kong Economic Journal, Hong Kong Economic Times, Lion Rock Daily, metro, Ming Pao Daily News, Sing Pao, Sing Tao Daily, Sky Post, South China Morning Post & Sunday Morning Post, The Standard, Ta Kung Pao and Wen Wei Po; Magazines – Caz Buyer, Eastweek, Economic Digest, ezine, Hong Kong Economic Journal Monthly, iMoney, JET, Jiu Jik, Job Market, metro Pop, metro PROSPERITY, Ming Pao Monthly, Ming Pao Weekly, Ming Watch, Oriental Sunday (comprising (a) New Monday and (b) Weekend Weekly), Property Browser, Property Times and Yazhou Zhoukan.

