

Guidelines for New School Copyright Licence Agreement (2023/24 – 2027/28 School Year)

The Guidelines should be prominently posted on your copiers and scanners.

Effective from 1 September 2023

This school holds a licence with us to make, scan, distribute, and/or communicate paper copies and/or scan copies of limited extracts from books, magazines, newspapers, journals and periodicals published in printed form.

Photocopying and scanning limits (the aggregate of paper copies and/or scan copies in any one academic year):

- (a) Textbooks
 - no more than 3 textbooks in relation to the same course
 - no more than 5% of the number of pages of each book
- (b) Periodicals
 - no more than one article from each issue of periodical
- (c) Other publications (other than textbooks and periodicals)
 - no more than 10% of the number of pages of the publication

The licence does not cover:

- workbooks, workcards, exercise books, worksheets, assignment sheets, tests, examination papers, etc
- teachers' resources including instructors' manuals, solutions manuals, test bank and teachers' guides
- newspapers (published in Hong Kong SAR and other territories as specified in the Licence)
- magazines (published in Hong Kong SAR and other territories as specified in the Licence)
- printed music including the words published in certain territories as specified in the Licence
- all publications published by the City University of Hong Kong Press
- all case studies published by Harvard Business School
- Hong Kong Nursing Journal published by the College of Nursing, Hong Kong
- All publications published by the National Comprehensive Cancer Network

Conditions applying to scan copies:

- Scan copies may be stored on a server of this school which is accessible by teachers and students by means of secure authentication.
- Scan copies shall not be placed on any publicly accessible world wide web or be linked either directly or indirectly by hypertext links to or from any external or third party website.
- You are not allowed to edit, amend, alter, manipulate or otherwise add to the scan copies.
- Scan copies shall be deleted at the end of the academic year in which the scan copies were made.

Important points to note:

- No paper copies and/or scan copies shall be made and used for preparation of a “course pack”. “Course pack” means a compilation (whether bound or loose-leaf) of four or more paper copies and/or scan copies which is intended to provide students with a compilation of materials designed to support the teaching of a course.
- No paper copies and/or scan copies shall be used to substitute the purchase of textbooks.

This document is intended for guidance only and not as a substitute for the licence terms themselves. In the event of conflict between the two, the licence agreement shall prevail. The Guidelines, the licence agreement and the related Q&A are available at EDB's website.

For enquiries, please contact Ms. Wendy Sung at 2516-6268 or by email info@hkrrls.org.hk