

PROCEDURES FOR COURSE PACK PRODUCTION
(For Faculties/Schools/Departments using the services provided by SCE)

1. Concerned Faculty/School/Department (hereafter “Requisitioner”) fills in the *Course Pack Production Order Form* (see Attachment 1).
2. Requisitioner prepares the master copy of the Course Pack.
3. Requisitioner prepares the following:
 - (a) *Copyright Materials Form* (see Attachment 2)
IMPORTANT: There must not be any articles as shown on the most update List of Excluded Licensed Materials provided by Hong Kong Reprographic Rights Licensing Society (hereinafter “HKRRLS”).
 - (b) *Front Cover* (see the sample per Attachment 3);
 - (c) *Copyright Page* (see the sample per Attachment 4)

Notes:

- Requisitioner can leave the “Reference Number” as shown on the above form / pages blank. This will later be filled out by SCE.
 - *Front Cover* and *Copyright Page* will be included as part of the Course Pack.
4. Requisitioner sends the following to SCE:
 - (a) A completed *Course Pack Production Order Form* – hardcopy required
 - (b) A master copy of the Course Pack – hardcopy required
 - (c) A completed *Copyright Materials Form* – hardcopy required
 - (d) *Front Cover* – softcopy required
 - (e) *Copyright Page* – softcopy required
 5. SCE checks if all the required information and materials have been furnished by the Requisitioner; clarify and follow up with the Requisitioner where necessary.
 6. SCE requests from HKRRLS a “Reference Number”, and marks the assigned number on the *Copyright Materials Form*.
 7. SCE inserts the “HKRRLS Reference Number” to the *Front Cover* and *Copyright Page*.
 8. SCE arranges for the printing of the Course Packs.

9. SCE follows up with the appointed printing contractor for the timely delivery of the Course Packs to the Requisitioner.
10. Upon the receipt of the Invoice from the printing contractor, SCE issues a Debit Note to the Requisitioner for the actual costs incurred (including licence fee and printing cost).

Notes:

- (i) The unit cost for 1 January to 31 December 2015 would approximately be HK\$0.75 per page (provided that the printing request fulfills the standard tender specification for outsourced photocopying services, i.e. black and white copying, A4 white recycled paper, and stapling at top left corner. Binding and non-standard printing requirements (such as colour copying, colour paper, size reduction, hole punching etc.) would involve additional charges. Relevant quotes could be provided upon request.
 - (ii) The unit cost would be adjusted after 31 December 2015 to reflect any changes in the licence fee charged by HKRRLS and/or contract price for outsourced photocopying services.
11. Requisitioner instructs the Finance Office for reimbursement of the costs to SCE.
 12. SCE arranges for the settlement of licence fee to HKRRLS.

Effective on 1 Jan 2015

**School of Continuing Education
Hong Kong Baptist University**

COURSE PACK PRODUCTION ORDER FORM

Faculty/School/
Department : _____

Course Title _____

Course Code : _____

No. of Copies
Requested : _____

Name of Professor/
Lecturer/ Instructor : _____

Contact Person
(if different from the above) _____

Tel./ Ext. No. : _____ Email : _____

Requested Date of
Delivery : _____

Special Production
Requirement : Binding (please specify) _____
 Others (please specify) _____

Declaration

1. I hereby authorize the School of Continuing Education to acquire the copyright permissions from the Hong Kong Reprographic Rights Licensing Society Limited (HKRRLS) for the item(s) included in the Course Pack which has/have been listed out in the attached Copyright Materials Form, and to reproduce the Course Pack according to the information as stated in this Order Form.
2. I understand that I will be responsible for the clearance of any other copyright items included in the Course Pack from the concerned copyright owners or publishers or agencies other than the HKRRLS and have already completed the clearance procedure.
3. I will either attach a complete bibliography, or provide complete citation information for all the content materials which are not my original work. I understand that incomplete citation information can delay the Course Pack copyright clearance and production.
4. I will indemnify Hong Kong Baptist University against any liability if any of the information provided herein or herewith is inaccurate or incorrect.

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

Please send the required documents to the following office:

School of Continuing Education
Hong Kong Baptist University
2/F, Franki Centre
320 Junction Road
(Enquiries: 3411 1919)

FOR OFFICE USE ONLY

Request Receiving Date : _____ SCE Ref. No. : _____
HKRRLS Ref. No. : _____
Handled by _____ Checked by : _____

Hong Kong Baptist University

COPYRIGHT MATERIALS FORM

HKRRLS Ref. No. _____

Course Title : _____

Course Code : _____

Faculty/School/Department : _____

Period of Course of Study : _____ to _____

Print Volume : _____

Item No.	Name of Author(s)	Title of Book / Journal	Type (Circle where appropriate)	Name of Publisher	Publication Year	ISBN/ISSN	Total No. of Pages of Original Publication	Page(s) Copied		Total No. of Pages Used
								From	To	
1			Book/Journal/Others							
2			Book/Journal/Others							
3			Book/Journal/Others							
4			Book/Journal/Others							
5			Book/Journal/Others							
6			Book/Journal/Others							
7			Book/Journal/Others							
8			Book/Journal/Others							
9			Book/Journal/Others							
10			Book/Journal/Others							

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Principles of Law

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Diana Cheung
Tony S.K. Lee
Department of Accountancy and Law
Hong Kong Baptist University
August 2015

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Harvard Business Review

Articles 4, 5, 9, 10, 15, 17, 19, 20, 21

South China Morning Post

Article 23

The Management Development Centre of Hong Kong

Article 26

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(Reference Number: XXXXXXXXXXXX)

Articles: 1-3, 6-8, 11-14, 16, 18, 22, 24-25, 27-32

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