

E. MULTIPLE COPYING FOR INSTRUCTION PURPOSES

- (1) Multiple copies of a work may be made by or on behalf of a teacher giving a course.
- (2) Copies made under these Guidelines are for the purpose of distribution to students for teaching, discussion or classroom use. Students may retain the copies for subsequent reference.
- (3) Copies of any work should only be made and used for one course in a not-for-profit educational establishment¹⁵.
- (4) The number of copies made should not exceed one copy per student in a course.
- (5) There should not be more than 27 instances¹⁶ of copying made for one course in one academic year.¹⁷
- (6) Copies made should be brief and short.
 - (a) For one course in any one academic year, except for textbooks,¹⁸ the following limits on individual works apply:
 - (i) Articles in newspapers or periodicals – a complete article of any length;
 - (ii) Poems – not more than 250 words; stories or essays – not more than 2,500 words (both word limits may be extended to allow the completion of an unfinished line of a poem or of an unfinished paragraph of a story or essay);¹⁹

¹⁵ Copies made for one particular course should not be re-used in other courses.

¹⁶ This clause limits the number of times copying can be done in an academic year. The figure 27 is based on the quantity adopted in the *U.S. Guidelines for Classroom Copying*, i.e. 9 instances per school term. A teacher may copy up to 3 works in one "instance", as copying 4 or more works would be regarded as making a "course pack", which is not allowed under the Guidelines.

¹⁷ "Academic year" is used instead of "school term" as it appears to be a more appropriate unit of measure for Hong Kong.

¹⁸ For limits on copying of textbooks, see Clause E(6)(b) below.

¹⁹ The figures 250 and 2,500 are based on the figures adopted in the *U.S. Classroom Guidelines*. There were discussions on whether it was appropriate to have a single set of limits for works in English and Chinese. The consensus was that the limits appear appropriate for both languages and

- (iii) Artistic works (including illustrations) – a complete work; but if there is more than one artistic work printed on the same page – the whole page;
- (iv) Musical works – an excerpt not exceeding 10% of the number of pages of the work (rounded up to allow a complete page to be copied);
- (v) Other works – an excerpt not exceeding 2,500 words or 10% of the number of pages of the work (including illustrations), whichever is less (rounded up to allow a complete page to be copied).

(b) Copying of textbooks is subject to the following conditions:²⁰

- (i) Not more than 2% of the number of pages of a textbook (rounded up to allow a complete page to be copied) may be copied for one course in a calendar month;
- (ii) Not more than 5% of the number of pages of a textbook (rounded up to allow a complete page to be copied) may be copied in aggregate for one course in any one academic year;
- (iii) Notwithstanding (i) and (ii), not more than one chapter of a textbook may be copied for one course in any one academic year; and
- (iv) The copying must be made within the premises of an educational establishment.

that it would be inconvenient to teachers to have two different sets of limits.

²⁰ The organisations endorsing these Guidelines accepted that separate treatment is necessary in order to protect the interests of local educational publishers. The conditions of copying for textbooks are more restrictive than those applicable to other works.