Copyright and the Library

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Law & Business Section
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The Library’s Roles

- To provide copyright information at service counters and on web sites.

- To educate users about the concept of academic honesty and copyright, either over the service counters or by offering formal training.

- To be on guard against copyright infringement activities.

- To monitor the copyright law and policy in Hong Kong by participating in advocacy groups.
To Provide Copyright Information

- Library’s Law Section houses an extensive collection of legal materials. The staff gives guidance to users in retrieving legislation, cases and commentaries.

- There is a new library web site, pulling together pertinent information related to copyright as applied in education in Hong Kong. To visit the web site, take these steps: Library home page ➔ Copyright in Education at CityU.

(http://www.cityu.edu.hk/lib/copyright/index.htm)
To Educate Users About Citing Information Sources

**At the Service Counters**

- Library’s Reference Desk and Law Section Counter receive enquiries from students of different levels about citing sources of information.
To Educate Users About Citing Information Sources

At the Service Counters

- Professional library staff will refer user to the commonly used citation styles according to user’s subject discipline.
- Library also has a web page with different citation styles and usage tips: Library home page → Library Instruction → Guides and Tutorials → Research Guides → Citing Sources of Information.

(http://www.cityu.edu.hk/lib/instruct/guides/libguide/cite/cite.htm)
To Educate Users About Citing Information Sources

RefWorks: a Citation Tool

- Library makes available RefWorks to all CityU staff and students.
- RefWorks is an online tool that enables users to cite information while writing a MS Word document.
- Library is the RefWorks administrator. We train staff and students to use it. About 7-8 sessions are offered each year.
- More on RefWorks: Library home page → E-Resources → RefWorks.

(http://www.cityu.edu.hk/lib/eres/refworks/index.htm)
To Educate Users About Citing Information Sources

Other Training Sessions

- Faculty members will request the library to run in-class training for students of a particular course.
- They want the training to cover information retrieval skills as well as citation skills.
- The Library has run such training for these departments/school: Department of Applied Social Studies, Department of Marketing, School of Law.
To Educate Users About Citing Information Sources

Other Training Sessions

- If interested, please contact
  - Jane Tsang, Coordinator of Reference Section
    (3442-6403, ljtsang@cityu.edu.hk)
  - Lai-chu Lau, Coordinator of Law and Business Section
    (2788-8399, lblclau@cityu.edu.hk)
To Be On Guard Against Copyright Infringement Activities

**Use of Electronic Resources**

- Implement proper authentication measures to make sure only authorized users can access library subscribed electronic resources.

- In cases of excessive downloading of electronic resources, library staff will contact the user, demand the destroy of data and also obtain a written statement to the effect that he/she will refrain from the same act in the future.
To Be On Guard Against Copyright Infringement Activities

Use of Print Materials

- The Library offers interlibrary loan and document delivery services. We will photocopy journal articles or book chapters for users.
- Whenever user submits such a request, he/she needs to fill out a copyright declaration form. Also, the Library will turn down the request if the amount to copy exceeds what is generally considered “fair” or “reasonable”.
To Monitor Copyright Law & Policy

- The Library represents CityU in several copyright advocacy groups. These groups monitor copyright law by participating in open forums, liaising with their respective constituents and submitting position papers in government consultations.
To Monitor Copyright Law & Policy

• The copyright advocacy groups of which CityU is a member:

  • HUCOM (Heads of Universities Committee) Taskforce on Copyright in Education
  • JULAC (Joint University Librarians Advisory Committee) Copyright Committee
  • Concern Group of the Education Sector on Copyright Law
To Monitor Copyright Law & Policy

- Submissions had been made to these recent consultations:
  - Consultation Paper on the Provision of Additional Exemptions on Circumvention of Technological Measures (consultation ended January 2008)
  - Preliminary Proposals for Strengthening Copyright Protection in the Digital Environment (consultation ended August 2008)
Copyright in Education: General Guidelines

- Copyright Ordinance allows making copies for limited purposes in the education setting.
- Try to create your own works first.
- If copying is necessary:
  - consult the Guidelines for Photocopying of Printed Works by Not-for-profit Educational Establishments;
  - create a course pack for your course.
Copyright in Education: General Guidelines

- Educational establishments can make recordings of broadcast or cable programmes for teaching purposes.
- You may show or play a sound or video recording of a broadcast or cable programme if it is done in an educational establishment, to an audience consisting solely or mainly of students, teachers, parents or guardians and it must be for giving or receiving instructions.
Copyright in Education: General Guidelines

- Never do these:
  - use book photocopying service
  - prepare a compilation of book chapters yourself and distribute to your students
  - place copies of published works on web sites for the public or your students to freely download