|  |  |
| --- | --- |
| City University of Hong Kong | **City University of Hong Kong** |

|  |
| --- |
| **Quarterly Report on Course Packs** |

|  |  |
| --- | --- |
| To : | Collection Development and Management, Library |
| From : |  (Ext: ) | College/School/Dept  |  |
| Date : |  |  |  |

Please find below a summary of the Course Packs compiled and distributed by our department during the following period:

Month: 󠆪󠆪 Jan – Mar 󠆪󠆪 Apr – Jun 󠆪󠆪 Jul – Sep 󠆪󠆪 Oct – Dec Year: \_\_\_\_\_\_\_\_\_\_\_

 *(Please check as appropriate)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Code & Title** | **HKRRLS Ref No** | **Copyright Charges (per copy) (HK$)** | **No. of Copies/Course Users\*** | **Copyright Fee to HKRRLS (HK$)** | **PR/PO no./****No PR raised** |
|  | HCPXXXXX |   |   |   |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total**  |  |  |
| **Total (after deduction of the Production Incentive\*\*)** |  |  |

Notes:

1. The basic reproduction rate for the materials licensed from HKRRLS is HK$0.95 and HK$1.00 per page in 2021 and 2022 respectively.
2. \*No. of copies distributed (for printed course pack) or no. of Course Users (for digital course pack).
3. \*\* The production incentive is HK$0.05 per page.
4. Please attach the Copyright Clearance Application Form