

複印須知

(適用於複印有版權的資料)

法律規定

1. 凡為自用而複印者：複印件只可作研究或個人學習之用。
2. 如為他人複印，複印件只可作研究或個人學習之用，且不得使多於一人同時擁有實質上相同的複印件。
3. 假若你代表本校為本校活動作出翻印複製，該翻印複製必須：
 - (a) 為教學目的；或
 - (b) 為考試的目的並藉擬出試題或向考生傳達試題而作出的；但不可翻印複製音樂作品以供考生表演。

複印限度

用於研究和個人學習：

視乎複印行為是否符合公平處理的原則，考慮的因素包括：(i) 複印的目的及性質，(ii) 所複印著作的性質，(iii) 就整本作品而言，複印的數量及內容。

用於教學或考試：

對於藝術作品，或已出版的文學、戲劇作品，複印必須限制在合理的範圍之內。

注意：複印行為既不應與版權擁有人對作品的正常使用相抵觸，也不應無理地侵害版權擁有人的合法權益。

如有複印行為超出許可之範圍，本校有權勒令複印者立即停止複印，

並就本校因此而承受的一切索賠、責任、費用及損失，要求該複印者賠償。

如有疑問，請於香港特別行政區政府律政司網站 <http://www.iustice.gov.hk/Home.htm>

查閱有關版權條例（第 528 章）。本校圖書館諮詢檯亦備有該條例，可資參閱。

WARNING to Photocopier Users

This applies to photocopying of copyrighted material

Legal Restrictions

1. For all individuals making **PERSONAL COPIES**: Photocopies made must be for the purpose of research or private study.
2. Where **COPYING IS MADE FOR OTHERS**, the copying must be for research or private study, and the copying must not result in more than one person having copies of substantially the same material for the same purpose.
3. If **COPYING IS TO BE MADE ON BEHALF OF THE UNIVERSITY**, for University activities, the copying must be:
 - (a) for the purpose of instruction; or
 - (b) for the purpose of an examination by way of setting the questions or communicating the questions to the candidates excluding photocopying of musical works for performance by examination candidates.

Extent of Copying

If copies are for research or private study:

The test is whether the act of photocopying constitutes fair dealing taking into account:

(i) the purpose and nature of the copying, (ii) the nature of the work copied, and (iii) the amount and substance copied in relation to the work as a whole.

If copies are for the purpose of instruction or examination:

The copying must be limited to a reasonable extent of an artistic work, or a published literary or dramatic work.

Note: The act of photocopying should not conflict with a normal exploitation of a work by the copyright owner nor unreasonably prejudice the legitimate interests of the copyright owner.

In case any photocopying made by a user falls outside the scope allowed, the University has the right to immediately disallow the user from making any copies and shall hold the user liable on an indemnity basis for any claims, liabilities, costs and damages the University may suffer as a result of such infringement. In case of any doubt, please check the Copyright Ordinance (Cap 528) at the website of the Department of Justice of the HKSAR Government: <http://www.justice.gov.hk/Home.htm>. A copy of the Ordinance is also available for reference at the Information Counter of the Library.