

**Suggestions on CUSU and
Its Registered Student Bodies' Compliance of the Copyright Ordinance**

1. Photocopying

- a) bilingual warning notices be displayed in the CUSU photocopying centre and affixed to self-service photocopying machines
- b) CUSU staff members to conduct routine check at photocopying centre and remind users on the compliance of the legitimate copies can be made and reserve the right to take action against any infringement
- c) a log book for tracking the time of routine checks is recommended
- d) suspend the CUSU self-service photocopying centre at Li Wai Chun Building immediately noting that there is no CUSU staff member on duty at the spot

2. Use of computer software, Internet and other IT services

- a) advise CUSU and student bodies to inspect if the software products in use are legitimately acquired originals
- b) CUSU and student bodies are requested to record relevant information of the software products in the software register (e.g. software version and description, installation date, name of the installer) for monitoring purpose
- c) conduct periodic software auditing to ensure that only properly licensed software products have been installed in computers at CUSU or student bodies' offices
- d) CUSU and student bodies are advised to seek permission from the owner of the web site before making hypertext links or other web sites
- e) designate a representative each for the CUSU and student bodies to be the "compliance officer" responsible for ensuring proper software use
- f) where necessary, assist CUSU and student bodies to obtain discount price from vendors of software products

3. Playing sound and video recordings

- a) playing a sound video recording or a broadcast is allowed if the playing is restricted to staff, students and parents or guardians
- b) a license must be obtained in advance from the copyright owner for playing sound and video recording in functions to which public can be admitted or entertainment purposes