

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 NOVEMBER 1971

Remimeo
Translate into
the various
languages.

TRANSLATION TAPES. USE OF
(Modifies HCO PL 6 Dec 70 "Teaching
a Tape Course")

Translation Tapes shipped to orgs and franchises from Pubs DK are for staff and paid course students only.

The tapes are played to individual staff members and individual paid course students on recorders with foot pedals and earphones, and Word Cleared Method 3 and Method 2 Word Clearing. (A full rundown on how to use tape machines with earphones and footpedals Method 3 and Method 2 Word Clearing is covered in a separate issue.)

How to use the tape must be labelled on each tape box in the language of the tape by Pubs Org DK before shipment.

TRANSLATION TAPES. SALE OF

Translation Tapes may not be played to the Public and are not to be transcribed in written form. They are not for public issue and distribution, free or for charge.

The tapes are protected by copyright from printed or tape copying.

Students and course graduates can buy translation tapes from Pubs DK or their org. Evidence of course enrolment or graduation from a Tape Course must accompany the tape order.

TAPE NOTES

Notes from listening to the tapes can be taken by students ONLY. A notebook is to be used and kept neat and complete by each student.

In order for the student to quickly find any reference on a tape after he has listened to it, he must mark down in his notebook the counter number on the tape machine at the beginning of each HCO P/L, HCOB, Book Chapter, etc., and also identify the type of machine.

IMPORTANT - AT THE START OF THE TAPE, THE STUDENT MUST ENSURE THE COUNTER ON THE TAPE MACHINE READS AT 0.

Tape notes may not be re-copied by another or distributed amongst other students. They are for the student's own use, and are not for public distribution.

Such Notebooks may never be mimeographed or published as they often contain errors.

Students check each other out from the actual tapes not from notes.

To guard against any possibility of students reissuing their course notes in printed form or allowing another to re-copy the tape notes, a Waiver is to be drawn up and signed by the student, or by his parents or guardian if a minor, before commencing the Tape Course. The Waiver states that he understands the material is given him for training purposes only and should he re-issue his notes to anyone outside the org, or allow another to recopy, he will be billed for \$1,000.

PROTECTION

Orgs and franchises must be guarded against giving away their materials and thus costing them their Publics.

Dissem Aide
by order of
L. RON HUBBARD
FOUNDER

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