



## C O U R S E R E A D E R S P O L I C Y

**I.** A course reader is a compilation of various segments such as articles and chapters out of books, magazines, newspapers and journals duplicated and bound together into a coursepack. It is against University policy for you to collect any money from students for readers or class hand-outs. It is illegal and against University policy to use copyrighted materials without requesting permission from the publisher. Please contact the appropriate library for information about placing books, videos and other materials on reserve for your course. Completed readers may NOT be put on reserve.

**II.** It takes up to three weeks to get copyright permission from publishers. The price of a reader cannot be set until we receive answers from the copyright department or the publishers for each and every article, chapter, or portion which requires copyright permission. Only after this process is complete and we have a price, can a student order the reader. They can pick-up their reader on the first day of classes or three days after they order, whichever is later. PLEASE DO NOT ANNOUNCE IN CLASS THAT READERS ARE PRINTED AND READY TO PICK-UP ON THE SPOT. THEY ARE **NOT**. STUDENTS MUST ORDER THEIR COPIES.

**III.** The master copy you submit is used to duplicate every reader that is made. Master copies should be made with care from original documents. Be sure that:

- a) The master copies are clear and readable;
- b) Have a minimum of ¼" margins on all sides;
- c) Have no holes, staples, paper clips, or glue from previous bindings;
- d) Are printed on one side only. There are no exceptions to the one-sided policy.
- e) In short, the master copies must be CAMERA READY.

**IV.** You must turn in a master copy each quarter you use a new reader or if you have made any changes to an existing reader. If you are using the EXACT SAME reader from the previous quarter, it is possible that you will not have to submit the originals again, but you must still fill out the reader cover sheet with all the necessary course information and signatures.

**V.** Readers are available for pick-up on the first day of classes and not before. Because of this, assignments should not be given out of the readers for the first class meeting.

## ADDITIONAL INSTRUCTOR GUIDELINES

\*\*\*EXTREMELY IMPORTANT\*\*\*

- I. Get your reader in to your faculty coordinator by the deadline! This leaves enough time to obtain all of the necessary copyright approvals.
- II. Make sure that the forms are legible and include all of the necessary information.
- III. If you fail to fulfill either of the above requirements, it is likely that your reader will not be ready for the beginning of the quarter.

\*\*\*The copyright department has requested for you to include your phone number. There are often questions that can be easily answered by a simple phone call directly to the instructor. Including your phone number can help to streamline the process.

## INSTRUCTIONS

- I. If possible, include both sides of the title page from the source material and any copyright information with the master.
- II. Create a title page for the reader including course name and number, and Your name and the quarter for which the reader is required.
- III. Create a Table of Contents. Include author's name and page number (Reader page, not article or journal page).
- IV. Number the pages in the lower right hand corner, making sure they correspond to the Table of Contents. Your students will be grateful.
- V. Fill out attached "Copyright Approval Form". Complete information is very helpful and will likely insure that your reader will be made available in timely manner. (If you would rather include all of the pertinent information from the Copyright Form on a detailed table of contents, that would be O.K. too.)
- VI. Complete the light green "Reader Request" in its entirety.
- VII. Submit your completed Reader package to your Faculty Coordinator as early as possible. The deadlines are set so that readers will be ready for ordering by the students at designated registration. Our printer has to obtain copyright permission for every single copyright request and this takes several weeks to do. Readers turned in late will be processed late, and will not be available to students in time for class.