



HOW TO DEVELOP A CUSTOM COURSE PACKAGE REQUIREMENTS AND PROCEDURES:

Step #1: Please send us a photocopy of the articles for the package on letter (8.5x11) sized paper

First, we need a photocopy ready manuscript of the articles and chapters you wish to reproduce for your students. Please provide us with clean and clear copies, just as you wish the package to appear to your students, with a minimum of black areas (the result of photocopying the blank area around a page if the photocopier's cover is up).

Please allow ample margin space for 3-hole punching and ensure no text is cut off during the photocopying process.

If pictures are important, please provide the original book as well, so we can ensure the quality of these pictures are preserved during the printers' scanning process.

Step #2: An article summary to obtain copyright clearance and a table of contents

1. **ARTICLE SUMMARY:** to obtain clearance please provide the following (*see e-log excel file*):

- **ISBN or ISSN**
- **Name of publishing company and date of publication**
- **Title of Book or Journal** from which the excerpt is taken (with the date and volume number of the journal, if possible)
- **Title of article/chapter** excerpted
- **Author of article/chapter** excerpted or **Author of book** (if different from article/chapter author)
- **Specific page numbers of pages copied**

2. **TABLE OF CONTENTS:**

The information noted above should be simplified into a **table of contents**. This information gives the students a valuable source for any readings and research they wish to do based on the reading package, as well as knowing what is and should be in their packages. It also provides ample copyright notice, to avoid any legal issues about non-credited sources for readings.

CONSIDERATIONS:

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**Bev MacKenzie
Albert Lam
Adam Proksa**

Custom Course Material Department, UBC Bookstore

phone: (604) 822-0874
fax: (604) 822-2111
email: customcourse@mail.bookstore.ubc.ca
address: 6200 University Boulevard
Vancouver, BC V6T 1Z4

