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:

There are limits to the amount of material you are allowed to excerpt from a book:

- 15% is the base (pages used divided by pages in the book) OR one (1) chapter even if that chapter exceeds 15%, and although we can get special permissions for up to 20%, this takes time
- Some books are classified by Access Copyright (formerly CanCopy) as ‘text books’ (ie. Methods off...Theory of...Introduction to...). Allowable reproduction of text books is only 5%
- When a book is verified as being out of print, with no new editions commercially available, permission to copy as much or as little as you want, is usually granted
- There are certain publishers who also tend to be far more expensive because they have opted out of the Access Copyright agreement. We will let you know if any issues arise

Please feel free to contact any of us here at the Custom Course Materials Department if you have any questions or comments about our services.

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<tr>
<th>Course code and Instructor</th>
<th>ISBN or ISSN</th>
<th>Publisher</th>
<th>Title of Publication</th>
<th>Excerpt Title</th>
<th>Author(s) of Excerpts</th>
<th>Specific Pages Copied</th>
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**Example:**
- **Course code and Instructor:** Eng 021, Prof. Anders Engles
- **ISBN or ISSN:** 0920079636
- **Publisher:** Fifth House Publishers
- **Title of Publication:** Best Canadian Essays 1990
- **Excerpt Title:** The Winter of 1932
- **Author(s) of Excerpts:** Erna Paris Douglas Fatherling James Brock
- **Specific Pages Copied:** 25-27-30

**Notes:**
- For books - the complete title.
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