

# UBC Bookstore: How to Develop a Custom course Package

## Professional Development & Community Engagement (PDCE) Faculty of Education Requirements and Procedures

<http://bookstore.ubc.ca/books/course-materials-faculty/custom-course-materials/>

<http://bookstore.ubc.ca/books/course-materials-faculty/custom-course-materials/composite-course-materials>

The Bookstore will provide students with course materials customized to your specifications.

- Your students can have the exact materials required for your course. You decide what to include in your Custom Course Materials - your own original material, copies of articles from journals or periodicals, chapters from books, or materials from various other sources. Your materials will be produced in printed form.
- The Bookstore does all the work. They obtain the copyright permissions, assemble the materials, photocopy and package them, and stock the finished Custom Course Materials on their textbook shelves.
- They negotiate all copyright permissions.
- You avoid illegal photocopying and the time-consuming task of obtaining permissions. The Bookstore will acquire legal permission to reproduce all materials for classroom use by obtaining copyright authorization from the publishers.
- Royalty fees are incorporated into the final cost of the package.
- Desk copies are provided by PDCE.

### **Step 1: Putting the Custom Course Package Together**

PDCE requires the photocopy ready articles 6-8 weeks in advance of the course start date.

\*It is the responsibility of the course author/instructor to provide PDCE with a photocopy ready manuscript of the articles and chapters you wish to reproduce on letter (**8.5 x 11**) sized paper.

- Provide clean and clear **single-sided** copies with a minimum of black areas
- Allow ample margin space for 3-hole punching and ensure no text is cut off during the photocopying process.
- Include a copy of the Table of Contents with your package and send the TOC as a word document to Alejandro Huerta Rodas (ahuerta@mail.ubc.ca)
- If pictures are important, provide the original book so that the Bookstore can ensure the quality of the pictures is preserved during the printers' scanning process.
- Send an electronic copy of the Table of Contents to the Senior Program Assistant.

### **Step 2: To obtain copyright clearance**

- The Bookstore needs the complete information such as the publisher, ISBN, date of publication, precise page numbers, titles of articles or chapters etc.
- In the case of journal articles, information such as where and by whom the journal is published also the ISBN.
- Please order **early**, in advance of the course start date. Six to eight weeks are usually needed to obtain copyright permissions and to complete production and printing.

**Provide the following in a Table of Contents – The bookstore will use this document to obtain copyright clearance.**

- 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
- 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
- **Send an electronic copy (Word document )of the Table of Contents to the Senior Program Assistant**

The table of contents 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 reading.

**E.g.**

Lesson 1

Samaroff, A. J., & Fiese, B. J. (2000). Models of development and developmental risk. In C. H. Zeanah, Jr. (Ed.), *Handbook of Infant Mental Health* 2nd edition (pp. 3-19). New York, NY: Guilford Press.

Werner, E. E. (1989). Children of the garden island. *Scientific American*, 260(4), 106-112.

**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 the Bookstore can get special permission up to **20%**, this takes time.
- Some books are classified by Access Copyright as “text books” i.e.( Methods of.... 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. The Bookstore will let you know if any issues arise.

### **Advantage of Custom Course Materials**

- Convenience for your students
- One-stop shopping for all course needs
- Legal copyright permission acquired
- High quality reproduction
- Competitive pricing
- The Bookstore does all the work!

### **Copyright Information**

- Permissions are valid for one-time use only, and must be re-negotiated for each new printing or term.
- The Bookstore cannot assume that copyright permission has been granted to an instructor. The Bookstore renegotiates all permissions and has them assigned to the Bookstore.
- Many publishers/authors charge a fee for granting copyright permission. These fees are included (at our cost) in the final cost to your students.

### **Cost Factors**

Final cost of all Custom Course Materials is determined by:

- Cost of production
- Copyright/permission fees
- Volume of articles to be reproduced

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Please contact us if you require further assistance.

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