

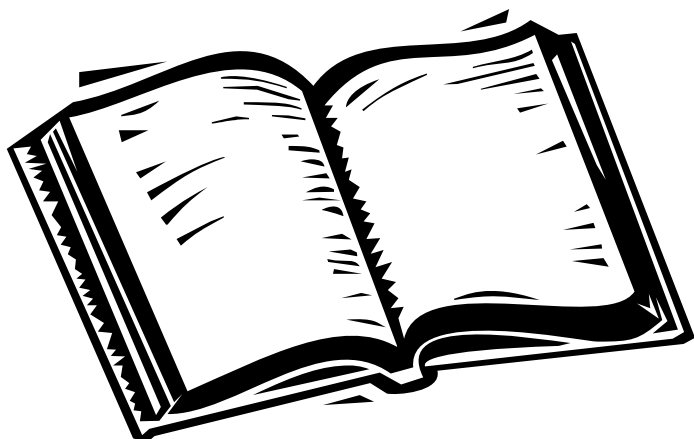


Portland State
UNIVERSITY

GUIDE TO COURSEPACK CREATION

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PORTLAND STATE
BOOKSTORE



September 2007

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Frequently Asked Questions

What are coursepacks?

Coursepacks offer a vehicle to provide materials beyond a course textbook to enhance the learning of students. Coursepacks are a highly customized approach to delivering supplemental college course materials. For faculty, they are customizable, content-rich, convenient, current and cost-effective. For students, they are portable, current and cost-effective alternatives to textbooks.

What does a typical coursepack contain?

- Course syllabus
- Grading criteria
- Bibliography
- Original materials and notes
- Copyright-cleared articles and chapters from:
 - magazines
 - newspapers
 - scholarly journals
 - out-of-print books
 - business cases

What is the cost to faculty?

The service is free to any faculty member who currently teaches at the university.

How much does a coursepack cost the student?

The number and sources of articles selected determine the price.

How does a student purchase a coursepack?

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PSU Bookstore

1880 SW Sixth

503-226-2631



Packet Preparation

Available products and services

- Reproduction and clean-up of your originals for inclusion in your coursepack:
 - from your books, journals, magazines, etc.
 - from your photocopies when original source materials are unavailable
- Copyright clearance services for each item in your coursepack:
 - Research sources to obtain academic permissions from authors, publishers and other copyright holders of the items you have requested.
 - Enter into usage contracts and pay royalties to the rights-holders.
 - Compile your copyright-cleared material into print coursepacks.
- Bindery choices for your coursepack:
 - comb binding
 - stapling
 - 3-hole punching
 - tape binding (PSU Bookstore Only)
- Coordination of the production of your coursepack to be available for student purchase at the beginning of the term.

How we make a coursepack

There are just a few steps required to create a coursepack. Following these steps ensures a quality packet in the shortest amount of time.

1. Placing the order:

- a. Order forms are available online at www.pdx.edu/library/copyright.html.
- b. You can call Clean Copy or the PSU Bookstore and we will fax an order form directly to you.
- c. Order forms are available at Clean Copy and the PSU Bookstore.

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503-226-2631



2. Completing the order form:

The order form is our link between you and the production of your packet. Improper or incomplete information is by far the greatest reason for delay when putting together a coursepack. It is VITAL that information on the order forms is filled out completely and accurately.

3. Submitting the order forms:

- a. For non-copyrighted materials, we need to have your order and course materials two weeks before your first day of class.
- b. When requesting copyright clearance, we need to have your order and bibliography or course syllabus with the required citation information eight weeks prior to your first day of class.
 - Please include as much citation information about each item as possible, including title, author, publisher, volume, edition, page numbers and ISBN/ISSN. *Appendix B: Copyright Clearance Specifics* contains a complete list of citation requirements. Actual source materials (books, journals, etc.) are preferred.
 - If your bibliography or course syllabus changes before you have brought your originals, please call or email us.

4. Bringing us your materials:

Bring in all of the items you want to be included in your coursepack (articles, syllabus, table of contents, worksheets, etc.).

Any copied articles must arrive:

- as one-sided copies on standard 8.5 x 11 letter-size paper
- in good condition with no cut off pages and dark enough that it can be reproduced cleanly.
- with no dark borders

See *Appendix A: Pointers for Perfect Packet Production*, for more information on your originals.

Clean Copy will make master copies for you. The PSU Bookstore prefers clean masters to be delivered. For mastering, bring original books, journals, newspapers, etc., if possible. The cost of mastering will be spread across the coursepack.



5. Confirmation for copyright clearance:

After your copyrighted articles have cleared permissions, one of our representatives will contact you with the copyright fees of your packet.

We are happy to go over the prices of individual articles with you. If it is necessary, we will work with you on removing costly articles and rearranging the pack to suit you and your student's needs.

6. Production:

After copyrights (if applicable) have cleared and price is approved, we begin production of the coursepacks. Production takes 2–5 working days depending on the number of other coursepacks in production at the time.

REMEMBER! The closer we get to the beginning of the term the busier we all become. Orders and articles that are not received by the specific time requested will take longer to produce, so please try to follow the guidelines above.

7. Completion:

We inform you that your packets are ready and available to your students.

What about next term?

*When publishers grant us permission to copy materials, it is for **one-time reproduction only**. This means that we are required to seek permissions every term, even if you are using the exact same coursepack each term. As well, publishers often respond with different terms of clearance each time we make the same request.*

Copyright clearance summary:

1. The process takes time. We would like at least six to eight weeks to complete copyright clearance.
2. We need sufficient bibliographic information on the materials in your coursepack to obtain copyright permission.
3. We need the original, actual books/articles at least two weeks before your first day of class. However, much time can be saved and many errors can be avoided if we have your actual coursepack materials to work with right from the start!

Appendix A:

Pointers for Perfect Packet Production

Originals vs. masters

The material you bring us is called the *original*. In order to run your packet on our high-speed copiers, we must first create a *master* to the following specifications:

- 8 1/2" x 11" pages
- at least 1/4" margin on all sides
- no staples, paste-ups, hole punches, tattered edges or excessive black areas
- text centered on the page
- single-sided only

If your *originals* do not meet these requirements, we will re-copy them with reduced legibility. (Clean Copy prefers to do the copying for you. PSU Bookstore prefer you to bring in your own masters.)

Reusing masters

Hold onto your *master*, which should be available for pickup at the end of the term. If you bring this *master* back to us the next time you teach the class, time will be saved and high quality will be maintained.

Appendix B:

Copyright Clearance Specifics

What is being done to help you comply with copyright laws?

We are doing a number of things to be sure that faculty and students can receive copyrighted material on a timely basis.

1. We have an experienced employee working to clear copyrights.
2. We track all coursepacks and copyrights via a specially designed computer database, developed specifically for coursepack production.
3. To obtain the copyright permissions, we use the online services of the Copyright Clearance Center and directly contact those publishers who are not members of CCC. The Copyright Clearance Center is a giant clearinghouse for over 1.75 million publishers. Publishers who are members of CCC allow the Center to act for them in granting permissions. Often, answers via CCC are instant. However, occasionally publishers who are members of CCC may take up to six weeks to respond. This is why even though most answers are nearly instantaneous via CCC, it is still imperative that we have six to eight weeks to



- process your coursepack.
4. For those publishers who are not members of CCC, we fax, email or phone in our requests. We have a database of more than 10,000 publishers along with their contact information. Their turnaround times vary greatly—some take only a few days; others, more than two months.
 5. We track the status of each coursepack and the permission requests so we can provide up-to-date progress reports on your coursepacks.

How can you help?

Give us time!

Again, the most important thing that we need from you is adequate time to clear your selections. While we can usually log in the bibliographical information of coursepacks within 24 hours, we then have to wait from several days to a month or more to hear back from all of the publishers. Once the packet is cleared, we usually can produce it in 48 hours. This applies, as well, to non-copyrighted packets. Please refer to *Appendix A: Pointers for Perfect Packet Production*, for guidelines to preparing your originals.

We will never turn down a request to process a packet, whether or not it contains copyrighted materials! It is never too late to bring us your coursepacks.

Give us complete citations!

Original materials enable us to gather the correct information as necessary for permission requests. Since time is of the essence, it is very important that we have complete bibliographic information for your articles. **Be aware that you must know the source of every article or excerpt you intend to use.**

Include all of the following information in your request:

- A. Author's, editor's, translator's full name(s)
- B. Copyright date
- C. Publisher
- D. Title/edition and volume/issue number of book or journal
- E. Chapter or article titles

- F. ISBN for books; ISSN for journals & magazines
- G. Exact page numbers for text, figures & illustrations
- H. Number of packets to be made/class enrollment
- I. Course name and number
- J. Term & year in which material will be used
- K. Instructor's full name

L. Acknowledgments page if from anthology*

*Anthologies are a special case—usually each article is copyrighted by a different source, either by the author or by the publisher of the work in which it first appeared. The biggest clue that the work is an anthology is if the book lists only an editor on the cover. Sources are normally attributed on the first page of the article, or in an “Acknowledgments” section at the beginning or end of the book. Sometimes articles have been written especially for the anthology; in this case, the anthology publisher does hold the copyright.

What Should You Know About Sources?

Books vs. Journals:

The materials in a packet are usually either from books or journals. Permission to photocopy articles from journals is often easier and faster to obtain than permission to photocopy sections from books. Book publishers generally take longer to respond (usually because the publishing houses are larger) and charge higher fees. The primary difference is that publishers of journals are often eager to disseminate their information in any manner possible; book publishers would (obviously) prefer that you buy the book. Both have certain restrictions:

PROSE:

(A) Either a complete article, story, or essay of less than 2,500 words, or (B) an excerpt of not more than 1,000 words or 15% of the work, whichever is less.

POETRY:

Complete poem or excerpt if less than 250 words and if printed on not more than two pages.



ILLUSTRATIONS:

One chart, graph, diagram, drawing, cartoon or picture per book or periodical.

WORKBOOKS, ETC:

There shall be no copying of or from works intended to be “consumable” in the course of study or teaching. *Examples:* workbooks, exercises, standardized tests, test booklets, answer sheets and the like.

Out-of-Print Works

Publishers are generally amenable to allowing us to reprint—without page restrictions—works that are out of print. However, be aware that just because a book is out of print does not mean that it is not copyrighted, or free to copy. Publishers still require that we ask permission (and often pay copyright fees) before reproducing out-of-print works.

Late or Unavailable Textbooks

PSU Bookstore has contracts with publishers to guarantee availability of textbooks when ordered with appropriate lead time. If textbook is back ordered the Bookstore will create a photocopy of class assignments for students. The student pays full retail for the reproduced chapters and when the text book arrives, they exchange the photocopies for the text book, providing they have their receipt.



Appendix C:

Related Resources

Software & Information Industry Association

Much of the material available on the internet is covered under copyright law. For more information concerning restrictions, please contact the Software & Information Industry Association.

Software & Information Industry Association

1090 Vermont Avenue, NW, 6th floor
Washington, DC 20005
202-289-7442 FAX: 202-289-7097
www.siiia.net

Register of Copyrights

Registering your own copyrighted works provides certain securities against infringement. As well, when you own the rights to your own works, reprinting them for class is no longer a copyright issue.

Register of Copyrights

Copyright Office
Library of Congress
Washington, DC 20559-6000
202-707-3000
www.loc.gov/copyright/

Portland State University Copyright policy

www.lib.pdx.edu/copyright



