

Copyright Updated 2 - Changes for Coursepack Ordering

As you are aware, the university's license with Access Copyright expires August 31, 2012. The following guidelines for coursepack submissions apply to the Summer 2012 and Fall 2012 terms **only**. Further updates will be sent regarding the changes in submission requirements for the January 2013 term.

Coursepack submission deadlines:

- Summer 2012 – All content must be received by the Bookstore two months before the start date of the course. For example, the deadline for May courses is March 1, 2012. **This is the same as in previous years.**
- Fall 2012 – All content must be received by the Bookstore by July 1. This is a firm date and exceptions cannot be guaranteed, as all permissions and printing must be completed by August 31. **This is a change from previous years.**

Criteria for submitting content:

- Up to one chapter/article or 20% of a book can be used.
- All graphics (e.g., images, photographs, graphs, tables, figures, cartoons, etc.) included in professor-authored texts need to be cleared for permissions.
- Words and images posted on the internet are copyrighted and must be cleared for use in coursepacks.
 - Please provide sufficient information so that the copyright owner can be contacted.
 - If permissions are not granted or copyright owner cannot be located, the material will be excluded from the coursepack.
- Previous coursepack submissions do not imply future permissions

We appreciate your patience and will continue to update you as we go forward. For the January 2013 term, please expect some procedural changes. For further information before our next update, please contact Stephanie Boulogne at cpack@uvic.ca.