



**University  
of Victoria**  
Libraries

**Stephanie Boulogne**  
Rights Management Coordinator  
Copyright Office  
Email: [copyrite@uvic.ca](mailto:copyrite@uvic.ca)

MEMO

Date: November 23, 2012

To: Deans, Chairs and Directors

From: Stephanie Boulogne, Rights Management Coordinator

Re: Department E-Log Submission for Coursepacks Produced September-December 2012

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As you are aware, the University of Victoria signed the new model license (January 2011-December 2015) with Access Copyright to facilitate the ability of faculty and staff to reproduce copyrighted works. Departments producing print or digital Coursepacks or Manuals for sale must submit elogs and per-page fees to the Copyright Office at the end of each reporting term.

Please do not submit elogs for Coursepacks produced through the Bookstore Coursepack department, as these will be dealt with separately. Items posted on course management sites, distributed as classroom handouts, or placed on course reserve currently do not need to be reported.

**The deadline for submitting Fall 2012 elogs to the Copyright Office is February 20, 2013**

*Submission Procedure*

1. Use the new Department License Logging Tool found at:  
<http://www.uvic.ca/copyright/resources/faculty/coursepacks/index.php>
2. Please include all material printed in coursepacks from September 1 through December 31, 2012. Please email the completed elog to [copyrite@uvic.ca](mailto:copyrite@uvic.ca) before February 20<sup>th</sup>, 2013.
3. The Copyright Office will determine the total 10 cent per-page administrative fee for Access Copyright materials, and invoice your department accordingly.
4. All administrative fee charges must be remitted to the University. A FAST account number will be indicated on the invoice.

Please feel free to distribute this message as appropriate. Contact the [Copyright Office](#) with any questions or for more information.

Regards

Stephanie Boulogne, Rights Management Coordinator, University of Victoria