



**University
of Victoria**
Libraries

Stephanie Boulogne
Rights Management Coordinator
Copyright Office
Email: copyrite@uvic.ca

MEMO

Date: September 21, 2012

To: Deans, Chairs and Directors

From: Stephanie Boulogne, Rights Management Coordinator

Re: Department E-Log Submission for Coursepacks Produced June-August 2012

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.

As noted in the previous [memo](#) distributed July 26, 2012, departments producing print or digital coursepacks for sale must submit elogs directly to the Copyright Office at the end of each reporting term. Please do not submit elogs for Coursepacks produced through the Bookstore Coursepack Office, as these will be dealt with separately.

The deadline for submitting June to August 2012 elogs to the Copyright Office is October 21, 2012.

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 copies made using Access Copyright repertoire material from June 1 through August 31, 2012. Please email the completed elog to copyrite@uvic.ca before October 21st.
3. Determine the total number of pages reproduced, including all copies made, and calculate the 10 cent per-page royalty fee.
4. All royalty fee charges have to be remitted to the Copyright Office. Contact the Copyright Office for further direction on submitting payment.

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

Regards

Stephanie Boulogne, Rights Management Coordinator, University of Victoria