



**University
of Victoria**
Libraries

Inba Kehoe
Copyright Officer
University Librarian's Office
Email: copyrite@uvic.ca

MEMO

Date: July 18, 2012

To: Deans, Chairs and Directors

From: Inba Kehoe, Copyright Officer

Re: Coursepack Guidelines and Procedures

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. The Bookstore is licensed under our license agreement to produce and sell coursepacks to students at the university.

Please be informed that we did NOT sub-contract or outsource the copying or the reporting requirement under the license to any copyshops (e.g. ZAP, Kinkos, etc.).

Coursepack Submission Deadlines

- Fall 2012 – The Bookstore will continue to accept content submissions until August 15.
- January 2013 – All content must be sent to the Bookstore by November 1.

Criteria for Submitting Content

- Up to one chapter of a book provided the chapter is no more than 20% of that book.
- an entire article, short story, play, essay or poem, or reproduction of an artistic work from a volume containing other published works.
- an entire article or page from a newspaper or periodical.
- an entire entry from an encyclopedia or similar reference work or an entire reproduction of an artistic work from a publication.
- All graphics (e.g. images, photographs, graphs, tables, figures, cartoons, etc.) included in professor-authored texts may need to be cleared for permissions.
- Content posted on the internet may be copyrighted and must be cleared for use in coursepacks.
- Provide a permission note from the author of any unpublished work.

If permissions are not granted or the copyright owner cannot be located, the material will be excluded from the coursepacks.

Submission Procedures

Please provide sufficient information so that the copyright owner can be contacted.

- Use the new License Logging Tool to submit your coursepack requests:
<http://www.uvic.ca/copyright/assets/docs/Faculty Print Coursepackelog Aug2012.xlsx>
- Let us know if you want to use a coursepack you submitted previously.

Printing Options

- Coursepacks are spiral bound and double sided. If you would prefer yours to be three-hole punched or single sided please let us know.
- Your originals will be returned to you with one complimentary desk copy. If you require additional desk copies for teaching assistants please let us know at the time of submission. After the order has been printed additional copies must be purchased.

Please contact the [Bookstore Coursepack Office](#) for further information.

For Departments Producing their Coursepacks

Departments producing print or digital coursepacks, without the assistance of the Bookstore, will continue to charge \$.10 per page for each coursepack sold. The total charges, including elogs, should be sent to the Copyright Office.

Use the new License Logging Tool found at:

<http://www.uvic.ca/copyright/assets/docs/Faculty Print Coursepackelog Aug2012.xlsx>

Deadlines for Elogs:

September to December due February 20

January to May due July 25

June to August due October 21

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

Regards

Inba Kehoe
Copyright Officer, University of Victoria