

Guidelines for Producing Custom Print Course Materials via the UofL Bookstore

*Coursepacks • Lab Manuals • Workbooks •
Open Educational Resource (OER) Print-on-Demand*

Definitions:

- **Coursepacks** – Coursepacks are collections of readings, drawn from a variety of sources, assembled in print form to supplement or replace traditional textbooks. Because they may contain a mix of copyright-protected works and public domain materials, copyright clearance is required for all coursepacks and other collections of course readings. Collections of digital readings that are available free via Moodle may be set-up as *print-on-demand** in the bookstore, while coursepack collections may be requested as official print-runs to be stocked in-store.
- **Lab Manuals** – Lab manuals are generally instructor-authored and required by students to complete experiments and assignments in a laboratory setting. Lab manuals containing content entirely authored by UofL instructors that are available free via Moodle may be set-up as *print-on-demand** in the bookstore while those that are not available free online may be requested as official print-runs to be stocked in-store. Please note, if a lab manual is not entirely authored by UofL instructors, copyright clearance is required prior to printing or posting on Moodle.
- **Workbooks** – Workbooks are generally instructor authored and, similar to lab manuals, are required by students to complete assignments and record notes. Workbooks containing content entirely authored by UofL instructors that are available free online may be set up *print-on-demand** in the bookstore while those that are not available free online may be requested as an official print-run to be stocked in store. Please note, if a workbook is not entirely authored by UofL instructors, copyright clearance is required prior to printing or posting on Moodle.
- **Open Educational Resources (OERs)** - "Open Educational Resources are teaching and learning materials that provide users with (1) free and unfettered access and (2) 5R legal permissions to retain, reuse, revise, remix, and redistribute them, that can be used to replace traditional expensive learning resources (such as textbooks)." [Open Education Group](#) OERs can be set up as *print-on-demand** in the bookstore.

Print-on-demand – Students visit the bookstore and prepay for their course materials to be printed and bound. Students receive an e-mail when their material is ready to be picked up, usually within 2 business days of placing their order. **Please note: Files submitted to the bookstore to accommodate a print-on-demand option must be in a print-ready PDF format.*

Submission Guidelines:

1. **Notify the Bookstore of your intent to use custom print course materials via the online Textbook Requisition form.** Please do this even if you are just considering using custom print course materials. Your order may be cancelled at any time prior to submitting material and/or production begins.
2. **Copy, scan, or provide links to all material that you would like to include.** You may provide us with original sources to copy from if you wish (e.g., books, journals). Please note, there is an added cost to convert physical copies to digital copies for printing.
3. **Prepare a complete bibliography (if required)** as a Microsoft Word document. Please include:
 - i. Title of book or journal
 - ii. Author/editor of book
 - iii. Title of article or chapter used
 - iv. Author of article or chapter used
 - v. Publisher (including where it was published)
 - vi. Copyright year and copyright holder (if different from publisher)
 - vii. Pages used
 - viii. ISBN/ISSN number
 - ix. Total number of pages in the book or journal
 - x. Website address (if applicable)
4. **Prepare a Table of Contents (if required)** as a Microsoft Word document, if possible. Readings will appear in the order listed on the Table of Contents.
5. **Submit your custom print course materials.** Visit, https://uleth.qualtrics.com/jfe/form/SV_9WXxGQfUaKAIBMh. Sign in and fill in the order form. An option to attach digital files also appears at the bottom of this form. Paper copies may be sent through inter-campus mail or dropped off in person at the UofL Bookstore.

Please submit custom print course materials to the UofL Bookstore on or before the dates listed below. This will ensure ample time to print your course materials on or before the first day of classes.

TERM	Textbook Requisitions Due to Bookstore	Custom Printing Material and Instructions Recommended Submission Deadline (send to Bookstore)
Summer	First Friday of March	First Thursday of April
Fall	First Friday of April	First Monday of July
Spring	Last Friday of September	First Monday of November

Please note: We are happy to accept material after these deadlines and will make every effort to get material on the shelves as quickly as possible. Materials received after the deadline are produced on a first-come-first-served basis.

FAQs:

1. WHAT CAN I INCLUDE IN MY CUSTOM PRINT COURSE MATERIALS:

The University Copyright Advisor office will use the citation information you provide to complete a copyright permissions assessment of all materials submitted. Assessment of each item includes determination of the following:

- Is the item protected by copyright?
- Has copyright permission been provided by the copyright owner (e.g., a University of Lethbridge faculty member)?
- Does the item fall within the University's [Guidelines for Copying under Fair Dealing?](#)
- Is required permissions coverage available under the Library's database licenses?
- Does a transactional license need to be purchased and, if so, what is the cost?

Given the complexity of our copying environment, it is not possible to provide a concise, comprehensive list of what may be included. As a guide only, the following amounts represent short excerpts of copyright-protected works that are generally permissible to include, with no payment of royalties:

- one article from a journal issue
- one chapter of a book
- one poem or musical score or painting from a copyright-protected work containing other works of a similar nature.

Inclusion of additional amounts may be permissible without payment of royalties under the provisions of existing Library or University licenses. Copyright permission for out-of-print books and business cases often involve transactional licenses.

Please visit [Copyright and Coursepacks](#) or contact Rumi Graham in the University Copyright Advisor office if you have any questions regarding what may be used.

University Copyright Advisor - L1154/L1156
copyright@uleth.ca
403-332-4472

2. HOW MUCH WILL MY CUSTOM PRINT COURSE MATERIALS COST?

Cost varies depending on production choices, desk copy requests, and royalty payments required. The order form includes the option of receiving a price quote on your material prior to printing.

3. HOW MANY DESK COPIES MAY I REQUEST?

The cost of desk copies is incorporated into the price of the entire print-run. As such, we recommend that desk copy requests be limited to 2 copies per print run to keep the end price as low as possible for our students. The Bookstore will notify you if the additional cost of desk copies results in an unreasonable price when all production costs are calculated. Desk copies are not provided for print-on-demand options as there is no guaranteed print run to absorb the cost.

4. HOW ARE PRINT-RUN QUANTITIES DETERMINED?

The Bookstore text-buyer determines the quantity to be printed based on enrolments, sales histories and/or projected sales. If an initial print-run sells out, students may request copies via the Bookstore. Reprints are usually available within 2 business days of order placement. If you have any concerns about print-run quantities, please contact the Bookstore.

5. CAN YOU PROVIDE PRINT-ON-DEMAND OPTIONS FOR OPEN EDUCATIONAL RESOURCES (OERs), LAB MANUALS AND MOODLE POSTINGS FOR STUDENTS WHO PREFER PRINT MATERIAL?

Yes, we are happy to provide print-on-demand options for our students and can do so in a very cost-effective manner considering that royalty payments are usually not required under such circumstances. Students appreciate the convenience of being able to pick up professionally printed and bound material at the Bookstore.

**FOR GENERAL INFORMATION REGARDING CUSTOM PRINT COURSE MATERIALS:
PLEASE CONTACT:**

Kari Tanaka
UofL Bookstore
tanakl@uleth.ca
403-329-5191

Debbie Payne
UofL Bookstore
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**FOR GENERAL INFORMATION REGARDING COPYRIGHT,
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