

# Guidelines for Producing Custom Print Course Materials via the UofL Bookstore

## *Coursepacks • Lab Manuals • Workbooks*

### 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. Print and/or digital versions of coursepack collections may be requested as required course materials and made available for purchase in-store or online.
- **Lab Manuals** – Lab manuals are generally instructor-authored and required by students to complete experiments and assignments in a laboratory setting. Please note, if a lab manual is not entirely authored by UofL instructors, copyright clearance is required prior to printing or posting on Moodle. Print and/or digital versions of Lab Manuals may be requested as required course materials and made available for purchase in-store or online.
- **Workbooks** – Workbooks are generally instructor authored and, similar to lab manuals, are required by students to complete assignments and record notes. . Please note, if a workbook is not entirely authored by UofL instructors, copyright clearance is required prior to printing or posting on Moodle. Print and/or digital versions of Lab Manuals may be requested as required course materials and made available for purchase in-store or online.

### 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. **Provide a print-ready PDF file of your Coursepack, Lab Manual, or Workbook.** Unfortunately, compilation and editing services are no longer available on our campus. Please ensure your documents are formatted and in the ordered as you wish them to appear in the completed package. We will add a front and back cover, with barcode for your convenience.

3. **Prepare a complete bibliography for copyright clearance** (a Microsoft Word document is preferred)

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. **Submit your custom print course materials.** Visit, [https://uleth.qualtrics.com/jfe/form/SV\\_9WXxGQfUaKAIBMh](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.

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)
<b>Summer</b>	First Friday of March	First Thursday of April
<b>Fall</b>	First Friday of April	First Monday of July
<b>Spring</b>	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](mailto: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.

## **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. If you have any concerns about print-run quantities, please contact the Bookstore.