

Courseware Production Requisition

PrintShop Services Phone: 604-323-5353 Room: B004
Electronic Submission: printshop@langara.bc.ca

Date: _____

Name: _____ Local: _____

Department: _____

When Off-Campus prior to this semester, it may be useful in the event of questions regarding your Courseware, for you to include:

Alternate Phone: _____ or e-mail: _____

For use in Year 201_____

Semester (Check one) 10-SPR 20-SUM 30-FAL

 Yes, I have sent my Textbook Requisition to the BookStore.
 YES A Proof is Required for all NEW materials.

The proof will be sent to you for your approval. Return the signed Authorization to Print Proof form to the PrintShop within 3 days of receipt.

BILLING TO:

B	K	S	T	S	A	—	83013
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 An instructor may request a maximum of two complimentary copies of their Courseware. For more than 2 copies:
 CHARGE _____ additional Instructor copies TO:

Index (Alpha)	Organization # (numeric)	Account # 85020 <small>(Printing & Duplicating)</small>
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 Authorization for printing from
 Continuing Studies _____
 Budget Officer, Continuing Studies

COPYRIGHT AUTHORIZATION

(Requisitions without proper authorization will be returned.)

For courseware copyright guidelines, please see the Copyright Guide (at myLangara "College Forms" or on the forms shelves in the Mailroom).

All text and images not created by instructors require copyright permission before being printed as part of a courseware package.

 I've included the completed **Access Copyright form** required each time courseware is printed.

 Not needed; all text and images created by instructors.

Instructor's Signature: _____ **Date:** _____

Special Instructions: (Please print) _____

Course Name: _____

Course Number _____

Courseware Title: _____

 NEW Courseware (*New content*)

Note: NEW includes Revised courseware

 REPRINT EXISTING Courseware (*No Changes – New Cover?*)

Delete Old Version of Courseware

Title: _____

SKU: _____

Types of Originals

 Electronic Submission

Document Name: _____

 Disk in attached envelope (Documents saved as _____)

 Paper Copy (Clean copies please. Black lines jam the copier.)

 Books for scanning (Pages to be copied are identified)

Number of Copies For Students: _____ <small>(Bookstore confirms final # of copies)</small>	Send Instructor _____ Copies <small>(An instructor may have a <u>maximum</u> of two complimentary copies)</small>
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Instructions: Unless otherwise instructed all Courseware will be **BACK to BACK (D/S), COLLATED and STAPLED on WHITE 30% RECYCLED PAPER.**
Alternate Printing Format Print One Sided (S/S) Mixed (S/S & D/S)

Alternate Paper Stock: **Color** (Specify or attach Sample) (maximum of 3 colors per job includes white)

Cover Stock: Front (color) _____

 Back (color) _____

 Attached copies of my own pre-printed Cover Page


 Collate & Staple
 (page sort: 1,2,3,4)
 (check your choice)

 Cerlox Binding

 Coil Binding (New)

Cerlox
Coil
Perfect Bind
 Perfect Bind

(maximum 230 pages – 115 sheets of paper)

For Use by College Services Administrator Copies of Courseware For Students: _____ For Instructors: _____ Total Copies: _____ Bookstore Services P.O. #TX _____ SKU# _____	Billing Calculation: For Use by Printshop Services Staff						Cost \$ _____ Charged to Bookstore Copyright Fee: \$ _____ Total: \$ _____	
	# of Images:	Single Sided		Double Sided				
		8.5 x 11	8.5 x 14	8.5 x 11	8.5 x 14			
	Cost Per Set:	GBC	Card Stock		Color Stock			Neon
		White	Color	8.5 x 11	8.5 x 14	8.5 x 11		
Copyright Cost Per Set:	Manual/Machine Stapling	Perfect Bind	Cerlox/Coil	Cutting	Manual Collate			
White Copy – Printshop Services Yellow Copy – Returned with Originals & Proof/prints <small>Dated: April 2011 – College Services</small>			College Services Administrator 	Date Completed	Operator	Work Order #		