

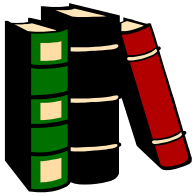


Courseware Production Guide

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**College Services
(604) 323-5218**

**LANGARA COLLEGE
100 – West 49th Avenue
Vancouver, B.C.
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Courseware Production Guide

What is Custom Courseware?

Custom Courseware (Coursepack) is a collection of learning materials that can include course notes, excerpts from various books, articles, journals (with the appropriate copyright permission and ACCESS COPYRIGHT reporting) and faculty's own work. Coursepacks enable Instructors to customize their learning material guaranteeing students access to current and relevant information. Students purchase only the information they need at a fraction of the price of textbooks. We encourage all instructors to consider "Courseware" when preparing their course material.

Note: For definitions and additional information regarding Access Copyright, please refer to the Langara College Library "Copyright Guide", available online and in the Mailroom.

Langara College Library website:

<http://www.langara.bc.ca/library/facservices/copyright.html#Courseware>

Courseware Duplication Deadlines

Your courseware duplication request(s) must be submitted to the Printshop **2 months before the start of the semester.**



Examples:

November 6	for Spring semester (assuming the 1 st day of classes is January 6)
March 7	for Summer semester (assuming 1 st day of classes is May 7)
July 4	for Fall semester (assuming 1 st day of classes is September 4)

The Printshop makes every effort to maintain timely turnaround and wants to be ready for the beginning of each semester. We are always grateful for early submission of all your class material to ensure we may continue to provide our usual excellent service.

Why do we have these new deadlines?

Our current procedures are raising issues which we must address:

- Publishers are beginning to object to late clearances
- Costs of clearances (and hence costs to your students) are rising
- In some instances we may be in violation of copyright and the courseware would have to be withdrawn

There are some rules for courseware that must be followed:

- ***Copyright limits:*** these are specified by contract (see copying limits in Courseware for details). If you go over the limits, all such items have to be individually cleared.
- ***Exact reproduction:*** this is also specified by contract. This means that you may not edit, reformat or change the material being copied in any way. Each copy must be an exact reproduction.
- ***Complete citations:*** these are required by contract and must be provided. The citation for each copied item must appear on the first page of the copy.

Making sure that our courseware packages meet all the guidelines takes time.

The new deadlines are particularly important if your courseware has any of the following:

- Internet sources
- Excluded publishers
- Exceptions to the Access Copyright Agreement
- Amounts above the allowed copying limits

Copying Limits in Courseware

An important message to all instructors who have courseware packages duplicated for sale to students through the bookstore:

If your courseware duplication requests fall **within the guidelines of the Access Copyright Agreement**, they are covered by the terms of the Agreement and no further permission to duplicate has to be requested.

However, if any of your selections **exceed Access Copyright Guidelines**, a separate request for permission to duplicate has to be sent out for each one. Please note that in such cases a growing number of **publishers are beginning to either charge very high fees for a duplication license or to reject the request outright**. If the publishers reject a duplication request, you may not use that selection in your courseware package and it must be pulled immediately in order to avoid copyright infringement.

In order to **avoid having your courseware packages held up or worse, pulled off the shelves in the Bookstore**, please make sure that all your selections fall within the following limits:

No more than:

5% of a textbook (a textbook is defined by the publisher but is usually any title that has study questions, quizzes, answers and other student learning materials)

15% of a book (any other book, paperback or hardcover)

1 article per journal issue (a second article from the same issue will require permission)

1 entire poem, play, short story, essay or article from an anthology (which has other similar works in it. A second selection will require permission)

1 entire entry from an encyclopaedia, dictionary or other reference work (a second entry will require permission)

1 entire reproduction of an image from a book or journal (with other images printed in it. A second image from the same publication will require permission)

For further information about the Access Copyright Agreement or other copyright questions, please call Niina Mitter at local 5290 or Kyra Penman at local 5383.

Courseware Process for Instructors

New Courseware

Step 1 **Textbook Requisition Form (for Bookstore Services):**

Complete the Textbook Requisition form, indicating in the box at the bottom of the form whether the courseware is “new”, “revised” or a “reprint”. Please tell us the exact name of the package as it will appear on the cover, plus the usual information (course name, number of students, etc.) and send the form to the Bookstore **prior to the Bookstore Deadline Date** (posted in “By the Way”). When estimating the number of students, please keep in mind that the Bookstore needs to charge back to your department any unsold copies of old editions, so to print a conservative number is sometimes prudent.

Copies of the textbook requisition form are left each term in your mailbox; they can also be found in the mailroom, or on the Langara Employee Intranet, under “Forms”. If you need more copies, call Tracy (5202) or Robert (5513).

Step 2 **Courseware Package (for Printshop Services) must include:**

(a) **ACCESS COPYRIGHT Form (if applicable):** **To Reproduce Copyright Material** (ie. material *not* written by you) in your package, contact **Kyra Penman**, local 5383 or **Niina Mitter**, local 5920 in the Library to ensure that you have the right to do so. Once you have your package with copyright material assembled, complete an **ACCESS COPYRIGHT Form for Courseware Copyright Permission to Duplicate** (found in the Mailroom) and deliver it to the Printshop “IN” Tray in the Mailroom (B242). Keep a copy of the ACCESS COPYRIGHT Form for yourself so that when you need to repeat this exercise in the future, or revise your Courseware, you can refer to your copy.

- (b) **Courseware Production Requisition** fully completed. Check “*NEW COURSEWARE*”. Send with new original material to be printed along with both white and yellow copies of the form. It may be useful to make a photocopy of the Requisition for your future reference. When sending your material electronically by WebView and Submission, also submit a completed paper copy of the Courseware Production Requisition.
- (c) **Clean copy of materials** for scanning.

Revised Courseware (with new front cover)

- Step 1** Complete the **Textbook Requisition Form** and send it to Bookstore Services prior to the Bookstore Deadline Date. See Step 1 – “New Courseware”.
- Step 2** Prepare your **Courseware Package for Printshop Services which must include:**
 - (a) **ACCESS COPYRIGHT Form** (if applicable): revised, if necessary, from previous submission
 - (b) **Courseware Production Requisition** fully completed. Check “REVISED COURSEWARE”.
 - (c) **Clean copy of materials** for scanning. Include a new Front Cover page for each Semester.

Reprint Courseware (no changes required)

- Step 1** Complete the **Textbook Requisition Form** and send it to the Bookstore prior to the Bookstore Deadline Date. See Step 1 – “New Courseware”.
- Step 2** Prepare your **Courseware Package for Printshop Services which must include:**
 - (a) **ACCESS COPYRIGHT Form** (if applicable): if your materials fall under the ACCESS COPYRIGHT agreement.
 - (b) **Courseware Production Requisition** fully completed. Check “REPRINT COURSEWARE”.
 - (c) If the Courseware you are requesting was produced for the previous term, it is now saved at the Printshop and it is not necessary to re-submit your original material. **Always ensure that you include a new Front Cover page to show the correct semester and name of the Instructor although there are not any changes to the Courseware content.**

Copies of Courseware for Instructor

On the Courseware Production Requisition form under “**Print Specifications**”, insert the number of **Courseware copies you want for yourself**. An Instructor may have a maximum of 2 complimentary copies of their Courseware per course section. Additional copies are available but will be charged to your department.

Instructors Courseware Flowchart is attached for your information.

- (Bookstore)** Process all Textbook Requisition Forms, and issue a Purchase Order Number to Printshop Services so that printing may begin.
- (Printshop)** Upon receipt of the complete Courseware Package, the Printshop Services Operators:
- print the Proof or Reprint Courseware pursuant to the instructions on the Courseware Production Requisition, *and*
 - deliver a Proof to the Instructor for New and Revised Courseware
 - Proceed with the final print of Courseware upon receipt from the Instructor of a signed Authorization to Print Proof form.

Questions? Who to contact for answers.

And finally, if you have any questions regarding Courseware or wish to have one on one assistance with any of the above steps, please do not hesitate to contact any of the staff listed below.

Bookstore inquiries: Tracy Boyko, Textbook Buyer, Local 5202 or
Robert Leaf, Bookstore Manager, Local 5513

Copyright inquiries: Kyra Penman, Local 5383
Niina Mitter, Local 5920

Information regarding scanning, printing or other production inquiries:
Julie Okot Bitek or Jonathan Howard, Printshop Operators, Local 5353



Joyce Robson,
Manager, College Administrative Services
College Services, Loc. 5218



COURSEWARE PRODUCTION PROCEDURE

Flowchart for Instructors

