



# Duplicating Services

### ***For Office Use Only***

Instructor Drop-off: \_\_\_\_\_

Previous ISBN #: \_\_\_\_\_

ISBN #: \_\_\_\_\_

P.O. #: \_\_\_\_\_

Job Ran: \_\_\_\_\_

## **COURSE PACKET FOR SALE IN BOOKSTORE**

### Approval and Duplicating Order Form

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

Division: \_\_\_\_\_ Date: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Course Packet Title: \_\_\_\_\_

Course Packet Author: \_\_\_\_\_

**Edition:** Reprint: \_\_\_\_\_ New: \_\_\_\_\_ Revised: \_\_\_\_\_ Date Revised: \_\_\_\_\_

**If Revised, can on-hand Bookstore stock be used?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

*Using previous on-hand packets will save on cost.*

All order forms and course packets ***MUST be submitted to Duplicating*** by the following dates:  
(If these deadlines are not met, completion cannot be guaranteed by the first day of class).

#### **Date Due:**

Summer - April 1st

Fall - May 15th

Spring - November 1st

#### **Semester and Quantity Projections:**

\* Summer 20 \_\_\_\_\_ copies \_\_\_\_\_

\* Fall 20 \_\_\_\_\_ copies \_\_\_\_\_

\* Spring 20 \_\_\_\_\_ copies \_\_\_\_\_

***\* Please select Only One semester per order form. A new order form Must be submitted for each semester.***

**Approval on New or Revised Editions:** (Signature Required)

**(See reverse side for Copyright Information)**

Instructor/Author/Copyright Clearance: \_\_\_\_\_

**Binding:** (All course packets are **3-hole punched** unless otherwise specified).

Color Preference for front and back covers \_\_\_\_\_

One staple in corner \_\_\_\_\_ 2 staples on side with heavy cover \_\_\_\_\_ Spiral Bound \_\_\_\_\_

**Desk Copies:** Number of desk copies needed \_\_\_\_\_

#### ***FOR BOOKSTORE USE ONLY***

On-hand Inventory Qty: \_\_\_\_\_ Date: \_\_\_\_\_ By: (initial) \_\_\_\_\_

Recommended Order Qty: \_\_\_\_\_ Date: \_\_\_\_\_

Textbook Supervisor: \_\_\_\_\_

Comments: \_\_\_\_\_

The information below was taken from Explaining the New Copyright Law, published by the Association of American Publishers, 1976. When compiling your syllabus you may find that you need to include already published materials, the following are guidelines necessary to obtain permission to use the material.

***The letter granting permission should accompany your "Course Packet For Sale In Bookstore - Approval and Duplicating Order Form".***

***Please note: No matter how small the amount of copyrighted material used - permission must be granted.***

---

Excerpt from:

## IV

# How To Obtain Permissions

Under U.S. copyright law, there is a requirement for the copyright notice, which consists of the year of publication, the name of the copyright owner and, in general, any acknowledgments of other copyrighted material used in the book. In this context, the work "acknowledgment" indicates that some materials were originally published elsewhere, and that the copyright for these materials remains with the original owner. It is wise to check... when requesting permission to duplicate, since the material in question may be the property of an author or publisher other than that of the material you are using. The page with the copyright notice is also useful in determining the actual copyright holder (particularly in the case of paperback editions, reprints, etc.) because the material is, unless marked "original edition," probably still the property of the first edition publisher. In the case of audiovisual materials, this notice is printed on the label. Some materials, graphs, charts, or photographs may not be the property of the immediate publisher or author, and thus permission to duplicate cannot be granted by that publishing house.

After checking to determine who owns the copyright on the material, the next step is to request permission to duplicate. One of the most frequent reasons cited by permissions departments for delays in answering requests of this nature is incomplete or inaccurate information contained in requests. A survey of permissions professionals conducted by the AAP determined that the following facts are necessary in order to authorize duplication of copyrighted materials.

1. Title, author and/or editor, and edition of materials to be duplicated
2. Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material

3. Number of copies to be made
4. Use to be made of duplicated materials
5. Form of distribution (classroom, newsletter, etc.)
6. Whether or not the material is to be sold
7. Type of reprint (ditto, photocopy, offset, typeset).

The request should be sent, together with a self-addressed return envelope, to the permissions department of the publisher in question. If the address of the publisher does not appear at the front of the material, it may be readily obtained in publications entitled THE LITERARY MARKETPLACE published by the R. R. Bowker Company and available in all libraries.

Because each request must be checked closely by the publisher, it is advisable to allow enough lead time to obtain the permission before the materials are needed. Granting of a permission to duplicate is not simply a "yes" or "no" matter. (Although many publishers have a minimum or no-charge policy for such uses by noncommercial organizations, they must first review the status of the copyright to see if the power to grant duplication rights of this nature is within their scope or province.) Each such request requires a careful checking of the status of the copyright, determination of exact materials to be duplicated (which sometimes involves ordering a copy of the material from a warehouse), and assignments of author's royalties if fees are involved. Some helpful hints from those involved daily in the processing of permission include:

1. Request all permissions for a specific project at the same time
2. Don't ask for a blanket permission — it cannot, in most cases, be granted
3. Send a photocopy of the copyright page and the page or pages on which permission is requested
4. Make sure to include a return address in your request.