A guide to making your Custom Coursepack

CUSTOM COURSEWARE

Department of Physics
PHYS 114
The Big Picture
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UNIVERSITY OF ALBERTA
STUDENTS' UNION

SUB*print*

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780-492-9113

What is Custom Courseware?

Custom Courseware or Coursepacks are cost-efficient, legally produced (copyright is paid) compilations of academic material that can be used as primary or supplementary course material. As a professor at the University of Alberta, you can create your own customized Coursepack through the University of Alberta SUBprint at no cost to your faculty or department. Student copies of your Coursepack are distributed through the University of Alberta Bookstore or can be sold directly to University of Alberta departments.
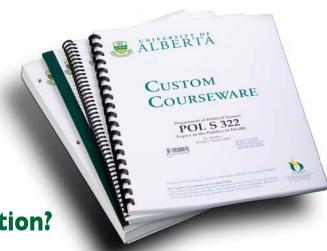
Benefits of Coursepacks. . .

For Faculty

- Personally designed Custom Courseware at no cost to your faculty or department.
- Current, up to date and relevant course material.
- Content that is flexible and can easily combine excerpts from a variety different sources, including personal notes, textbooks and other published or unpublished materials.
- Our state-of-the-art printing system enables us to combine a variety of digital file formats with scanned original materials.
- Easy editing and updating for future terms.
- We scan, clean, proof and edit every Coursepack.
- Coursepacks are digitally archived for fast and easy reprint or revision.
- Qualified staff review copyright logs and Coursepack content for accuracy.
- We review , track and process all Access Copyright e-log and payments.
- We obtain special permission copyright approvals and distribute royalty payments.
- We'll contact you regarding any copyright or production concerns before printing.

For Students

- Affordable course material that saves students money.
- Content that is useful and relevant.
- Cost effective alternative to expensive textbooks.
- Conveniently sold through the University of Alberta Bookstore.
- Print on demand technology guarantees additional copies within 48 hours.
- Revenues generated go towards the support of student services and advocacy.
- Provide employment opportunities for students on campus.

Interested in More Information?

If you would like to arrange for a free Coursepack Information Session for staff in your department or if you have any questions about putting together a Coursepack please contact:

Susan Fleet, Senior Operations Manager
SUBprint, University of Alberta
Phone: (780) 492-9113 l email: susan.fleet@su.ualberta.ca

If you would like more general Information visit our web site at www.su.ualberta.ca/subprint

Making a Custom Coursepack can be easy. Here's where to start.

① Get prepared.

Collect all of the materials and readings that you wish to include in your Coursepack.
Photocopy the articles or bring in your books and the SUBprint will make copies for you.
Arrange the materials in the order you would like them to appear in the Coursepack.
Check for cut-off text on all pages, especially on margin and gutter areas.
Check for missing pages. (It is helpful for proofing to include page numbers on book photocopies).
Don't cut pages or use tape and glue, as small pages and sticky residue cause scanner problems.
Save digital files onto a disk or USB stick (we prefer .pdf files).
Prepare a Table of Contents.

② Complete your ACCESS Copyright log.

Note: You only need to complete a copyright log if your coursepack contains copyright materials

You can download the log from www.ls.ualberta.ca/copyrightoffice/guide.htm.
Please complete your log in the order that the articles appear in the Coursepack.
Check for violations and special permissions.
Complete your ACCESS copyright log and email it to subprint@su.ualberta.ca.

See our Copyright Requirement insert for complete details about copyright, also available on our web-site.

③ Complete a Coursepack Order Form.

Complete a SUBprint Coursepack Order Form, which is available at our
front counter, at the University of Alberta Bookstore or a digital version is available online at
www.su.ualberta.ca/services_and_businesses/businesses/subprint/coursepack/coursepack_form.
Clearly indicate course number, section, title of course, term and instructor's name.
(This information will appear on the title page of your Coursepack).
Indicate how you would like your Coursepack to be printed and bound.
Indicate how many students you anticipate registering in the course.
Indicate how many desk copies you require.
Indicate if you want to see a proof of your Coursepack before printing.

④ You are finished.

Bring or send your collection of materials directly to the SUBprint.
Include your Coursepack Order Form or complete one when you bring in your materials.
Remember to bring in your digital materials on a disk or USB stick.
Original materials will be returned to you along with the requested number of desk copies.

How to Prepare a Revision

Complete a Coursepack Order Form and make sure to indicate on the form that it is a revision. Ensure that you complete all details about the Coursepack to be revised. Existing Coursepacks can be edited to add, subtract or move articles into whatever order is required. We ask that you clearly articulate which articles are new, which are to be removed and the new order of materials in the Coursepack. A Coursepack Revision Form is available online at http://www.su.ualberta.ca/services_and_businesses/businesses/subprint/forms_and_reports/revison.pdf.

To alter an existing Coursepack, you will need to provide:
- the course number, instructor name, term and year that the coursepack was last produced
- a completed Electronic Access Copyright Log for new material
- a deletion list and/or an additions list
- photocopied articles, notes, journal or book pages that you would like to add
- a new order list of Coursepack contents or a Table of Contents

How to Order a Reprint

If you would like to reprint a Coursepack for a new term, simply complete then submit a new Coursepack Order Form to SUBprint or the University of Alberta Bookstore. There is also a digital version of the Coursepack Order Form available on our web site at http://www.su.ualberta.ca/services_and_businesses/businesses/subprint/coursepack/coursepack_form.
* Save the completed .pdf Coursepack Order Form to your desktop before emailing it to us *at* subprint@su.ualberta.ca.
- indicate on the order form that the course pack is a reprint order
- complete all details about the course number, term and instructor's name of the Coursepack to reprint

Coursepack Cost Breakdown:
(paid by students)

Three Hole & Shrinkwrap   Cerlox   Tape   Coil

Creation Cost : $0.06 per page.

Binding Cost: 3-hole punch & shrink-wrap ($0.50 per copy)
Cerlox ($1.25 per copy)
Tape ($1.50 per copy)
Coil ($2.50 per copy)
Staples ($0.02 each per copy)

Copyright Cost: depends on total pages of copyright material used at current copyright tariff

Bookstore Margin: 25% of the creation and binding costs for Coursepacks that are sold through the Bookstore.

Coursepack Deadlines

To ensure that your Coursepack is completed in time for the first day of classes SUBprint always sets a "guarantee date" of approximately 5 weeks prior to the first day of Fall and Winter term classes, and at least 2 weeks before Spring and Summer term classes.

SPRING TERM	**2 weeks prior to the first day of classes.**
SUMMER TERM	**2 weeks prior to the first day of classes.**
FALL TERM	**4 weeks prior to the first day of classes.**
WINTER TERM	**4 weeks prior to the first day of classes.**

Coursepacks received after the guarantee date will be completed in the order received. We try hard to deliver all Coursepacks on time for classes.

Student Copies

The University of Alberta's Bookstore reserves the right to reduce the number of student printed copies, based on the class enrollment at the time of printing. SUBprint guarantees to provide additional Coursepack copies within 48 hours. These out-of-stock reprint orders must be requested by students at the Bookstore's Special Orders Desk, or by an Instructor by calling 492-4215. **Reprints effectively reduce on waste!**

If an exact amount of student copies is required, request a "DO NOT REDUCE ORDER" and provide a speed code to which unsold copies can be billed.

Desk Copies

We provide up to 2 FREE Desk Copies for orders of less than 100 student copies, and 5 FREE Desk Copies with orders over 100 student copies. Additional desk copies can be billed to a speed code account number.

As of January, 2011 the University Interim Tariff is $0.10/page
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