SUBJECT: READING PACKAGES (COURSEPACKS)

1.   Purpose

This document sets out the University policy on reading packages for courses.

2.   Scope

This policy is applicable to all persons teaching courses or preparing materials for courses.

3.   Authority

The Director of the University Industry Liaison Office is responsible to the University Librarian in ensuring this policy is followed. The Text Buyer is responsible to the Bookstore Manager to ensure these procedures are followed.

4.   Format for Submission to Bookstore

The University's legal agreement with Access Copyright requires that a copyright photocopy log be filled out for each reading package for each semester. The log must be completely filled out and submitted with the reading package to the text buyer at the Bookstore.

All reading packages (coursepacks) must be submitted "camera ready" as follows:

- each page with single sided copy only
- every page is the same size (legal or letter)
- no staples or tape
- any cut and paste items are reproduced as a clean page
- paperclips may be used to separate articles.

The quality of the photocopying in the package is what the student receives.

The Bookstore will request the package be produced in the most economical manner, (double sided, 3 hold punched and shrink wrap). The Professor may request any other method of production to the text buyer at the time of submission.

The Bookstore will not proceed with the production of a coursepack until all preparational requirements are completed.

5.   Bookstore Procedures

The Bookstore adds the following information:

- date logged
- cancopy clearance number
- total number of pages copied
- royalties.

The Bookstore calculates the price of the package and makes it available to the student.

The Bookstore submits payment to Access Copyright.

6.   Summary of Access Copyright on Reading Packages (Coursepacks): Allowable Material

There are restrictions in the Copyright Act on copying published materials. To ease the legal production of copies, for educational purposes, UNBC has entered into an agreement with Access Copyright. Below is a summary of the agreement as it deals with coursepacks. For more details see the Access Copyright guide at www.accesscopyright.ca.

The rules for copying for coursepacks is different from the rules for copying without charge and particularly for copying for personal research and study purposes. (Normally no-charge, personal use, copying is limited to 10% of a published work.)

Please note that to comply with the Access Copyright Agreement on coursepacks, full bibliographic information on the sources including ISBN, author, publisher, number of pages in book etc. must be supplied with the material to be copied. It is not sufficient to supply a number of pages and ask that they be made into a coursepack.

In compliance with the Canadian Copyright Act, and as administered by Access, the Canadian Copyright Licensing Agency, Coursepacks may include:

- 5% of a **text-book** or a single chapter whichever is less
- no more than two extracts from a **textbook** by the same author published within 5 years by the same publisher
- a maximum of 50% of the coursepack may be taken from textbooks published for the post-secondary market
- guidelines for identifying text-books are vague and the restrictions on text-books only apply to text-books aimed at the post-secondary market. Generally text-books can be identified by the discussion in the preface or introduction.
- for other publications up to 15% may be used.
- systematic copying to exceed the above limitations is prohibited. That is you may not copy ten percent of a book for one week of the course, ten percent for the next etc.
- there are certain works which are excluded from the Access Copyright agreement as listed on the reverse.

These require clearance from the copyright holder to use in coursepacks.

EXCLUSIONS:

This exclusion list often changes. A current and updated version is available through the Access Copyright website at <u>www.accesscopyright.ca</u>.