Guidelines for Producing Custom Coursepacks  
University of Lethbridge

1. **Notify the Bookstore of your intent to use a coursepack via the online Textbook Requisition form.** Please do this even if you are just considering using a coursepack. Your order may be cancelled at any time prior to submitting material and/or production begins.

2. **Copy or scan all material that you would like to include in your coursepack.** You may provide us with original sources to copy from if you wish (e.g., books, journals), but it is less expensive for your students if you provide us with digital copies.

3. **Prepare a complete bibliography** as a Microsoft Word document, if possible. Please include:
   i. Title of book or journal
   ii. Author/editor of book
   iii. Title of article or chapter used
   iv. Author of article or chapter used
   v. Publisher (including where it was published)
   vi. Copyright year and copyright holder (if different from publisher)
   vii. Pages used
   viii. ISBN/ISSN number
   ix. Total number of pages in the book or journal
   x. Website address (if applicable)

4. **Prepare a Table of Contents** as a Microsoft Word document, if possible. Readings will appear in your coursepack in the order listed on the Table of Contents.

5. **Submit your coursepack material.** Visit, [http://www.uleth.ca/bookstore/coursepack/uofl](http://www.uleth.ca/bookstore/coursepack/uofl). Sign in and fill in the coursepack order form. An option to attach digital files also appears at the bottom of this form. Paper copies may be sent through inter-campus mail or dropped off in person at the UofL Bookstore. Please submit coursepack material to the UofL Bookstore on or before the dates listed below. This will ensure ample time to produce your coursepack on or before the first day of classes.

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Please note: We are happy to accept material after these deadlines and will make every effort to get your coursepack on the shelves as quickly as possible. Coursepacks received after the deadline are produced on a first-come-first-served basis.
Coursepack FAQs

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The University Copyright Advisor office will use the citation information you provide to complete a copyright permissions assessment of all materials in your coursepack. Assessment of each item includes determination of the following:

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- Is required permissions coverage available under the Library’s database licenses?
- Does a transactional license needs to be purchased, and if so what is the cost?

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- one article from a journal issue
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Please contact Rumi Graham or Betsy Greenlees in the University Copyright Advisor office if you have any questions regarding what may be used in your coursepack.

University Copyright Advisor  L1154/L1156
copyright@uleth.ca
403-332-4472

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CAN YOU PROVIDE PRINT-ON-DEMAND OPTIONS FOR OPEN EDUCATIONAL RESOURCES (OERs), LAB MANUALS AND MOODLE POSTINGS FOR STUDENTS WHO PREFER PRINT MATERIAL?

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FOR GENERAL INFORMATION REGARDING COURSEPACKS, PLEASE CONTACT:

Kari Tanaka                     Debbie Payne
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