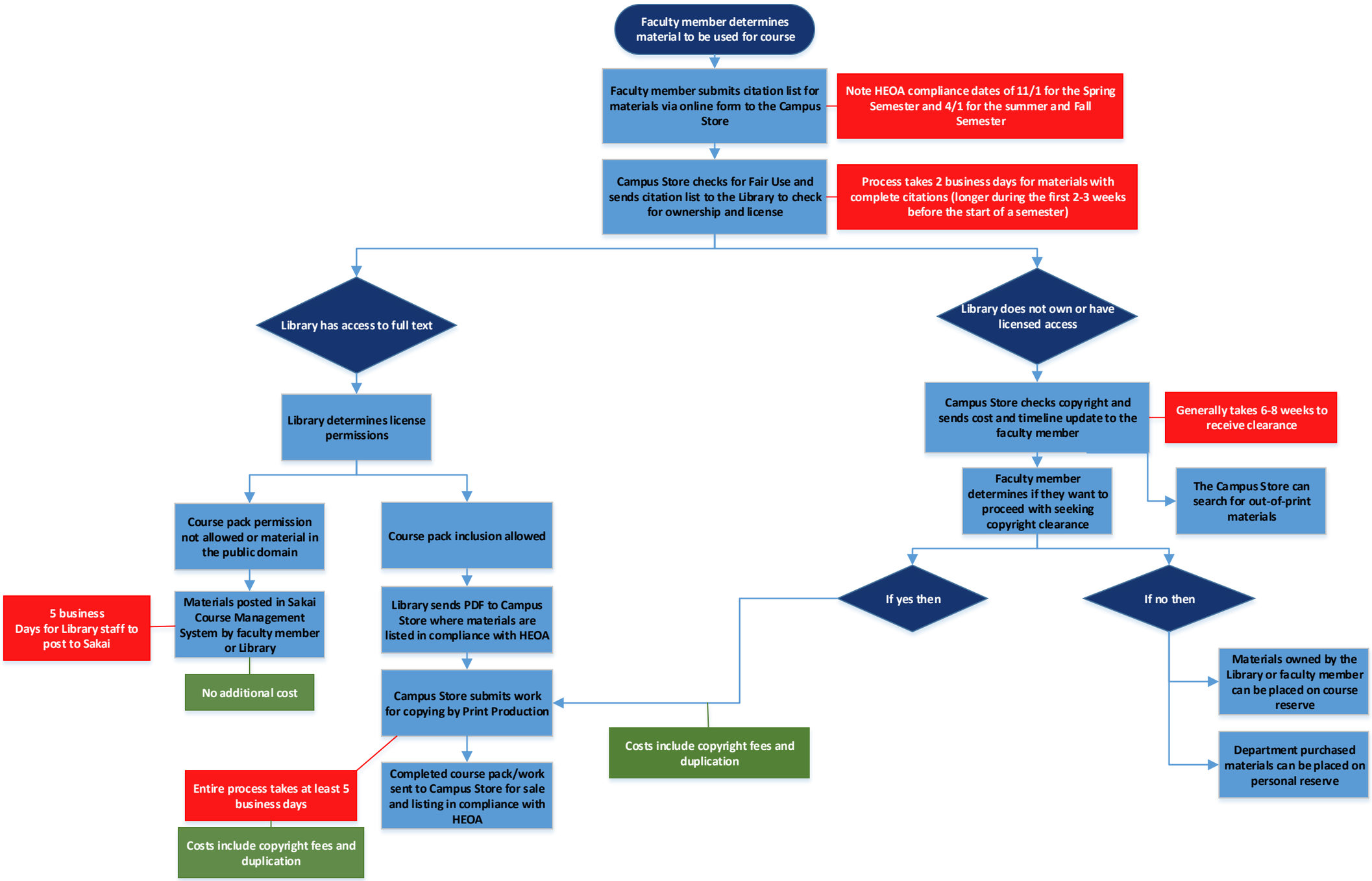
Faculty member determines material to be used for course
Faculty member submits citation list for materials via online form to the Campus Store
Note HEOA compliance dates of 11/1 for the Spring Semester and 4/1 for the summer and Fall Semester
Campus Store checks for Fair Use and sends citation list to the Library to check for ownership and license
Process takes 2 business days for materials with complete citations (longer during the first 2-3 weeks before the start of a semester)
Library has access to full text
Library does not own or have licensed access
Library determines license permissions
Course pack permission not allowed or material in the public domain
Course pack inclusion allowed
Materials posted in Sakai Course Management System by faculty member or Library
5 business Days for Library staff to post to Sakai
No additional cost
Library sends PDF to Campus Store where materials are listed in compliance with HEOA
Campus Store submits work for copying by Print Production
Entire process takes at least 5 business days
Costs include copyright fees and duplication
Completed course pack/work sent to Campus Store for sale and listing in compliance with HEOA
Campus Store checks copyright and sends cost and timeline update to the faculty member
Generally takes 6-8 weeks to receive clearance
Faculty member determines if they want to proceed with seeking copyright clearance
The Campus Store can search for out-of-print materials
If yes then
If no then
Costs include copyright fees and duplication
Materials owned by the Library or faculty member can be placed on course reserve
Department purchased materials can be placed on personal reserve