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**Name: Printing & Duplicating Services – Instructional Material Requests (Coursepacks)**

Policy Number: 2-4007  
Origin: Facilities Management  
Approved: 1 March 1993  
Issuing Authority: Senior Director, Facilities Management  
Responsibility: Director, Housing & Conference Services  
Effective Date: 2020-JAN-21  
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**GENERAL:**

The University operates on the principle that students are responsible to pay for their texts and other required course material.

Copyrighted materials of an educational nature that are produced for profit by commercial sources and are readily available for purchase will not be duplicated by the University without copyright approval (see [2-4007 Printing & Duplicating Services – Copyright](#)). Where it is not feasible or possible to secure such permission, faculty members should place a copy of the material in question on reserve in the Library.

Since the University Library is not always available to students enrolled in courses at off-campus centres, special arrangements may be made through the Director of Continuing Education to duplicate supplementary materials for use at University extension centres.

Duplication of all materials required for the administration, organization, and communication required in a course (course outlines, bibliographies, examinations, etc.), and occasional duplication of course materials which are generally unavailable for purchase, will be charged to the department duplicating budget line.

**SALE OF INSTRUCTION MATERIALS (COURSEPACKS):**

Where it is necessary to provide students in a given course with extensive materials derived from various sources, the student will be required to pay the costs of producing the

material. This material will be sold through the Bookstore.

In the case of audio-visual materials, faculty members should place the material on reserve in the Library.

**PROCEDURE FOR SALE OF INSTRUCTIONAL MATERIALS (COURSEPACKS):**

- All instructional material (coursepacks) for sale in the Bookstore will be duplicated by the Print Centre.
- Coursepacks are ordered through the Bookstore with the regular textbook order. Where the coursepack is a re-run, the Bookstore will place the order directly with the Print Centre. Where the coursepack is new, faculty are required to bring the material to the Print Centre for set up and copyright approval (if applicable) prior to production. In both instances, the Bookstore determines the number of copies to be produced based on class registrations.
- Unless otherwise instructed, coursepacks will be double sided with either tape or cerlox binding
- The selling price is computed by multiplying the number of double sided sheets by the current rate, adding a 25% Bookstore margin to that production cost, then adding any applicable copyright fees.
- The completed materials will be forwarded directly to the Bookstore for sale. If required, additional copies can be produced within 24 hours through the Bookstore's Rain Cheque Program.

Should a question arise as to the interpretation of the above guidelines or whether any given materials should be duplicated, the matter will be referred to the appropriate Dean for resolution.