

# CLASS PAK INFORMATION

VANDERBILT UNIVERSITY CLASS PAK

CAMPUS COPY



COPYRIGHT CLEARANCE SERVICES

FALL 2008

Dear Faculty Member:

Copyright Clearance Services is pleased to provide information to assist you in ordering your Fall 2008 Class Pak.

Working in tandem with Printing Services' Campus Copy department, we are committed to complying with copyright permission requirements of publishers whose works are included in Class Pak anthologies. As a member of the Copyright Clearance Center, we have access to copyright permission for over 1.5 million publications.

Depending on the publisher, copyright permissions can take up to *EIGHT WEEKS* to obtain; therefore, we require Class Pak orders to be submitted by **July 9**. Please complete both the Class Pak Order Form and the Copyright Permission Request Form for each Pak submitted. Both of these forms are included for your convenience. Please note that permissions are for ONE TIME USE ONLY, for the semester requested, and *cannot* be carried over to the next semester. You may bring your completed forms and material to Campus Copy or call to have them picked up. You may also wish to send your forms prior to submitting your Class Pak material. You may download the forms in an Excel format, which you can fill out and return via e-mail; you can also send these by fax if you prefer. Please note that if you either fax or e-mail your request, you should still attach these forms to your material. Remember, the more complete your Request Form, the faster we can obtain permission to photocopy. ***If you haven't heard from CCS by two weeks prior to the beginning of class, please call us.***

If a Class Pak is requested, then cancelled, departments may be assessed cancellation service fees by Copyright Clearance Services, depending on whether the publisher of materials being reproduced does so.

PLEASE NOTE THAT WHILE NON-COPYRIGHTED MATERIAL IS NOT SUBJECT TO CLEARANCE, SUCH PAKS SHOULD BE SUBMITTED NO LATER THAN ***THREE WEEKS*** PRIOR TO THE BEGINNING OF CLASS TO PROVIDE ADEQUATE PRINTING TIME.

I will submit your requests, and contact you if there are any questions or problems with the requested material. I'm looking forward to working with you.

Respectfully,



Marymae Jansson  
Coordinator, Copyright Clearance Services  
Jean and Alexander Heard Library

Copyright Clearance: 6-4627, FAX 3-7276  
Copyright Office E-Mail: [copyright@vanderbilt.edu](mailto:copyright@vanderbilt.edu)  
Web Page: <http://www.library.vanderbilt.edu/copyright>

Campus Copy / Rand Hall: 2-6849  
Campus Copy / Chestnut Street: 6-4646



## HELPFUL HINTS TO A BETTER CLASS PAK

Below you will find several important hints to consider when preparing a Class Pak master on your own. These hints are the guidelines that Campus Copy will use in preparing masters from materials given to them, and will help them improve the quality of copies they provide.

1. Copyright Identification

When preparing your own master, include a photocopy of the copyright identification line from the front of the copyrighted book or journal.

2. One-Sided

When preparing a master, please make sure that the print is on the front only. This will enable us to use the best machine possible for your Class Pak.

3. Half-Inch Margin

Please hold to a half-inch white margin around the edge of your document. This will insure that no text is left uncopied.

4. Please Remember That Small Print Is Bad For The Reader's Eyes

5. Pictures

If you have pictures in the master that must be seen clearly, please make a note of this on the Order Form and tell the customer service representative at the time you submit the materials.

6. A Rule of Thumb

You only get a good copy from a good original. If the original does not look good, chances are the copy will look the same.

7. Be Specific

If you have unusual requests or specific instructions for your Class Pak, please make a note of it on your Order Form and tell the service representative at the time of submission.

8: Be sure to visit the Copyright Clearance webpage at <http://www.library.vanderbilt.edu/copyright>

# CLASS PAK ORDER FORM

FALL SEMESTER, 2008

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Date\* \_\_\_\_\_

Professor \_\_\_\_\_ Department \_\_\_\_\_

Course Name \_\_\_\_\_

Course Number \_\_\_\_\_ Installment \_\_\_\_\_ Module (If applicable) \_\_\_\_\_

Campus Box \_\_\_\_\_ Office Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Estimated Enrollment \_\_\_\_\_ When is your first day of class? \_\_\_\_\_

Have you used this material in a previous semester? Yes  No  Semester \_\_\_\_\_ Year \_\_\_\_\_

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## PRINTING DIRECTIONS

Color Cover: \_\_\_\_\_

Special Instructions, Binding Requirements, or Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\*Pak should be submitted to Copyright Clearance by **Monday, July 9**, to allow for adequate time to obtain copyright clearances. Requests submitted after this date may not be ready for students until after the semester begins. Departments may be assessed fees for cancelled paks.

PLEASE NOTE THAT WHILE NON-COPYRIGHTED MATERIAL IS NOT SUBJECT TO CLEARANCE, SUCH PAKS SHOULD BE SUBMITTED NO LATER THAN **THREE WEEKS** PRIOR TO THE BEGINNING OF CLASS TO PROVIDE ADEQUATE PRINTING TIME.

Class Paks that arrive by the cut-off date receive **top priority**. If you haven't heard from CCS by 2 weeks prior to the beginning of class, please call us.

**Any questions? Visit us at <http://www.library.vanderbilt.edu/copyright> or you can contact us at 936-4627 or [copyright@vanderbilt.edu](mailto:copyright@vanderbilt.edu)**

## STAFF USE ONLY

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Date Ready: \_\_\_\_\_

Document Ref Number: \_\_\_\_\_ Own Materials:  On File?:  Number of Originals: \_\_\_\_\_

# COPYRIGHT PERMISSION REQUEST FORM

*Please Note: The more information you are able to give us, the faster we can process your request!*

Page: \_\_\_\_\_

Professor: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Department: \_\_\_\_\_ Course No.: \_\_\_\_\_ Section: \_\_\_\_\_ Module: \_\_\_\_\_

Your Line Item Reference #: \_\_\_\_\_ ISBN / ISSN / LC# / Case #: \_\_\_\_\_

Book / Journal Title: \_\_\_\_\_

Author / Editor / Translator of work: \_\_\_\_\_

Publisher / Rightsholder: \_\_\_\_\_

Chapter / Article Name: \_\_\_\_\_

Author of Chapter / Article (if different): \_\_\_\_\_

Pages: From: \_\_\_\_\_ To: \_\_\_\_\_ Total # of Pages: \_\_\_\_\_

Copyright Year: \_\_\_\_\_ Volume: \_\_\_\_\_ Edition: \_\_\_\_\_

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