COPYRIGHTS FOR COURSE PACKS AND SAKAI

FIRST THINGS FIRST:
✓ Read the Policy for the Use of Copyrighted Works
✓ Submit your requests at least 6 weeks prior to the start of the term, if possible

COPYRIGHT REQUEST FORM:
✓ Copyright Request Form or go.wlu.edu/copyrightrequest
✓ Enter your course information one time per course
✓ Upload a list of course material or submit each request separately
✓ Enter course material as a citation or fill in the blanks
✓ Upload material you plan to use

IMPORTANT: INCOMPLETE OR INACCURATE INFORMATION WILL SLOW THE PROCESS.

COURSE PACKS:
Submit requests using the Copyright Request Form
✓ Send Peggy Herring (Newcomb 209) physical copies of your course material, as soon as possible
✓ Be sure the excerpts are in order the way you want them printed
✓ The copy center will send the physical copies back to the instructor

Please include the following:
✓ Number of copies?
✓ Instructor copy?
✓ Cover page color?
✓ Inserts between readings? Color?
✓ RGB Binding (plastic spiral) or 3-hole punch?

SAKAI:
✓ Submit requests using the Copyright Request Form
✓ Upload the material to the request form
✓ Once copyrights are approved, the scanned document will be sent back with the copyrights line added

THINGS YOU CAN DO...

<table>
<thead>
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<th>Public Domain (U.S. Govt. Works Not Copyrighted or Pre-1923)</th>
<th>Print In A Course Pack?</th>
<th>Upload To Sakai?</th>
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<td>Yes (Depends on the License)</td>
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HELPFUL TIP: COPY THE TITLE AND COPYRIGHTS PAGE WHEN SCANNING COPIES FROM BOOKS.

Information Needed Per Course
✓ Course Number
✓ No. of Students
✓ Sakai or Course Pack?
✓ RGB Binding or 3-hole Punch

Information Needed for Each Course Material
✓ Title (Book/Journal)
✓ Author/Editor
✓ Date of Publication
✓ Publisher
✓ Chapter
✓ Page Numbers
✓ ISBN/ISSN

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