

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...

	Print In A Course Pack?	Upload To Sakai?
Public Domain (U.S. Govt. Works Not Copyrighted or Pre-1923)	YES	YES
W&L Electronic Resources	LINK	LINK
Open Access	LINK	LINK
Creative Commons	Yes (Depends on the License)	Yes (Depends on the License)

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
- ✓ Inserts – Between Readings
- ✓ Cover Page – Color Preference, If Any

Information Needed for Each Course Material

- ✓ Title (Book/Journal)
- ✓ Author/Editor
- ✓ Date of Publication
- ✓ Publisher
- ✓ Chapter
- ✓ Page Numbers
- ✓ ISBN/ISSN