

# ALTERNATIVES TO DEPARTMENT COPYING

## Bookstore Course Packs

*If you copy and distribute a great number of handouts, readings, etc., or if you need to duplicate a large amount of copyrighted material (i.e. out-of-print books) for your classes, consider submitting a course pack to the bookstore. They will secure copyright permissions, duplicate the course pack to your specifications, and sell the course packs to students along with regular textbooks.*

**What materials can be placed in a course pack?** Anything. However, if the course pack includes copyrighted material, source information must be provided by the faculty member, and permissions must be secured by the bookstore's copyright service.

**How do I submit a course pack to the bookstore?** A hard copy of the course pack, including source information (if applicable) must be submitted to the bookstore so they can review copy requirements. Contact the bookstore for appropriate requisition forms.

**How early do course pack materials need to be submitted to the bookstore?** The bookstore would prefer that course pack requisitions be submitted in the same time frame as other course materials (i.e. textbooks). Officially, the deadlines are April 1<sup>st</sup> for the Fall semester, and October 1<sup>st</sup> for the Spring semester. Late requisitions are accepted, but faculty should expect the process to take 3-5 weeks for copyright and production.

**How much does a course pack usually cost the students?** There are many variables to the cost, including, but not limited to: copyright fees, number of pages, number of copies, type of paper, type of binding, etc. Contact the bookstore (278-6445) for an estimate that meets your specific needs.

## Library Reserve Book Room – Now Electronic!

*Instead of making copies of supplemental books and readings, consider placing such materials on reserve at the library. The library also now offers electronic reserve. Students registered in your class will be given access to reserve materials, but unlike regular library reserves, they can access these materials at any time.*

**How do I place books on reserve?** Submit a request in person, by mail, or by email ([jimeneze@csus.edu](mailto:jimeneze@csus.edu)) to the Library Reserve Book Room. Be sure to include the following: author & title clearly marked, professor's first name, last name & initials, course and number (e.g., ENGL 140A), loan period (e.g., 2-hour, 24-hour, 3-day, 1 week). For more information about placing books on reserve, go to: [<http://www.library.csus.edu/content2.asp?pageID=162>].

**Can I place course materials on electronic reserve?** Yes! Submit electronic reserve materials to the Library Reserve Book Room at least 2-weeks prior to the start of the semester in order to ensure immediate access for your students. The Library Reserve Room will scan materials for you provided that they meet the some specific guidelines. For these guidelines, go to: [<http://www.library.csus.edu/content2.asp?pageID=162>].

**Can I place copyrighted material on electronic reserve?** Yes! Copyrighted material can be placed on electronic reserve for one semester without permission. After the first semester, faculty must obtain permission. For a full description of the electronic reserve copyright guidelines, go to: [<http://library/content2.asp?pageID=337>].

## **Scanning and PDFs**

*The Department scanner is available for your use in the English Department Workroom. You can use this scanner to turn your course materials into PDF files, an excellent format for distributing information via Web CT, Webpages, or Email (see below).*

**What's so great about PDF files?** PDF files can be downloaded using Adobe Acrobat Reader. This is a **free program** available for both Mac and PC. Thus, it is universal, unlike Microsoft Word, for example. Prior to posting to the Web or sending as email attachments (see below), it is a good idea to convert course materials to PDF files.

**How do I turn my course materials into PDF files?** Use the department scanner in the workroom (CLV 108). Instructions for scanning are taped to the table next to the scanner. If you need assistance, you can see Laurel in CLV 102.

## **Web CT**

*If you would like your students to have access to all your course materials (including syllabi, quizzes, handouts, readings, etc.,) consider using WebCT. Students enrolled in your classes will automatically be allowed access to your WebCT materials. All they will need is a free saclink account.*

**How do I set up a Web CT course?** Faculty can request a WebCT course by filling out the WebCT Course Request form, available online at [[http://www.csus.edu/uccs/webct/webct\\_account.htm](http://www.csus.edu/uccs/webct/webct_account.htm)]. Faculty may also schedule an appointment with one of the WebCT support staff, or stop by ARC 2005 on any Friday afternoon from 1-4pm for the Web-based courses open lab.

**Will I be responsible for maintaining the Web CT site myself?** Yes. You will be responsible for uploading appropriate information to your Web CT site. However, if you take your scanned materials (see information about scanning above) to ARC 2005 during the Web-based courses open lab (Friday from 1-4pm), a staff member will walk you through the entire process step-by-step. They will gladly help you with whatever you want to accomplish. When you set up a Web CT course, you should also be assigned a staff member that you can email at any time with questions.

**How are copyright issues resolved with Web CT?** You can post copyrighted materials to your Web CT course for one semester without permission. If you want to post the same materials more than once, you will have to get permission. Consult the staff in ARC 2005 for more information.

**Are Web CT training workshops available?** Yes, go to [<http://www.csus.edu/uccs/training>] for information about workshops. You can also stop by ARC 2005, call 278-7337, or email ([training@csus.edu](mailto:training@csus.edu)) for more information.

**Where can I find more information?** Go to the Web CT webpage at [<https://online.csus.edu/>]. There you can find Web CT designer FAQs and guides, and many other resources for faculty and students.

## **Faculty or Personal Webpage**

*Faculty may also wish to create a webpage to display course materials and/or professional information. All faculty can get free web space on the CSUS server, and students will be able to access the page with or without a saclink account.*

**How do I set up a web page?** Faculty can set up a webpage by submitting a Request for Web Server Account available online at [<http://www.csus.edu/uccs/forms/webserver/>]. When using this form, faculty webpage URLs will begin with “<http://www.csus.edu/>...”.

If they so choose, faculty may also elect to set up a personal webpage via saclink. To set up a personal webpage, go to [<http://webpages.csus.edu/>]. Included on this page are guides for setting up and maintaining your personal webpage, HTML and Web resources, and the CSUS web policy. Personal webpage URLs look like this: “<http://webpages.csus.edu/~saclinkusername>”.

**Can I post copyrighted material to a faculty or personal webpage?** Not without permission. A one-time use for academic purposes is technically not permitted on a webpage because anyone (not just students in your class) can access the site. Webpages are best suited for syllabi, handouts, and other non-copyrighted materials.

**Can I see some examples of faculty and personal webpages?** Yes, following are URLs for some of our department’s faculty and personal webpages.

### **Faculty Webpages:**

David Madden      <http://www.csus.edu/indiv/m/maddendw/>  
Fred Marshall      <http://www.csus.edu/indiv/m/marshallf/>

### **Personal Webpages:**

Wendy Matlock      <http://webpages.csus.edu/~wmatlock/>  
Cynthia Linville      <http://webpages.csus.edu/~sac16141/>  
Laurel Sunderman      <http://webpages.csus.edu/~sunderm>

For more examples, check the webpage listing at [<http://webpages.csus.edu>].

**Is web training available?** Yes, go to [<http://www.csus.edu/uccs/training>] for information about workshops. You can also stop by ARC 2005, call 278-7337, or email ([training@csus.edu](mailto:training@csus.edu)) for more information.

## **E-Mail Attachments**

*If you do not have enough course materials to merit a course pack, library reserves, a Web CT account, or a personal webpage, you can always email supplemental material to your students.*

**How do I email PDF documents to my students?** Scan your documents using the Department Scanner in the Work Room (CLV 108). Follow the instructions posted on the table next to scanner. Save your newly scanned documents to a disk; then, email the documents to your students as attachments. See Laurel in CLV 102 if you require assistance.