

We work with you to help make your project a success.



Indiana University-Bloomington



Quality Educational Materials For Your Instructional Support.

REQUESTS

Compliance with copyright law continues to be a complex and time consuming issue.

Our staff is equipped to request permissions from the proper owner of the material, pay fees and royalties involved, and maintain the proper documentation.

We will also assist you with the application of Fair Use.

Copyright clearance can take anywhere from two days to six weeks to secure, so please allow adequate time to obtain permissions for your packet.

If permissions are available thru the Copyright Clearance Center (CCC), we usually have the confirmation in two days.

However, if the request must go to the publisher or author, these requests may take several weeks to acquire.

FAIR USE

This doctrine allows limited copying of materials for classroom use under the conditions of brevity, spontaneity, and the cumulative effect. For more information about "Fair Use", please refer to copy.indiana.edu.

HINT: To establish the strongest basis for fair use, a checklist and explanation can be found at www.copyright.iupui.edu/checklist.htm.

FORMS

You may download the Fair Use agreement form directly from our website copy.indiana.edu

The website also lists several helpful hints to assist you in filling out the forms and gathering the necessary material.

Please contact our sales staff directly for more information.



Sales Staff:
Dave Stewart
812.856.1421
daestewa@indiana.edu
Cathy Parker
812.855.9337
cparker@indiana.edu





Many Years Of Experience Doing What We Do.

Quality Products Delivered On Time At A Competitive Price.

[FACULTY BENEFITS]

A variety of printing options are available including: full color, highlight color or black and white duplicating; as well as several different binding options.



Our one-on-one personal services provide quality educational material for faculty members.

Our staff is available to assist faculty in the production of building your custom designed course packet, including such options as; perforated pages, electronic pagination, and divider pages. We also provide complimentary desk copies for all course packets.



- CONVENIENCE
- A QUALITY PRODUCT
- ON TIME DELIVERY
- FREE DESK COPIES
- DESIGN OPTIONS

[ONE ON ONE PERSONAL SERVICE]

Our sales staff, Cathy Parker and Dave Stewart, are available to meet with you to determine the specific needs and requirements for your course packet and to take the necessary steps to produce your teaching materials in the manner to which you have requested.

You don't need to leave your office. Our sales staff will meet with you at the location you specify. Your original files and complimentary desk copies will be delivered to you.

If Copyright Permissions Are Required...



[COPYRIGHT COMPLIANCE]

We will secure permissions needed for copywritten works that you are using. Permissions granted are for a specific semester only. If the same packet is re-used for the next semester, reapplication is required. We ask that you provide the necessary citation information for each article used.

[TECHNOLOGY]

You specify the type of technology to be used. It can be a hard copy product, an accompanying CD, DVD or Flash Drive or have the packet available as an on-line password protected web site.

Digital Course Packs are also available at your request. Enjoy the convenience of accessing your course packs anytime, anywhere.



[STUDENT BENEFITS]

We provide packets to the IU Bookstores at the IMU and Eigenmann; as well as, to the local Bloomington bookstores.

Students may also reserve course packets before the start of the semester at local designated bookstores around the Bloomington campus.

[CONTACT INFORMATION]

Please contact the following for more information

Sales Staff:

Cathy Parker
812.855.9337
cparker@indiana.edu

Dave Stewart
812.856.1421
da stewa@indiana.edu

Production Manager:

Bill Street
812.856.1583
bstreet@indiana.edu

Our offices are located at the Smith Research Center at 2805 East 10th street.