

Course Kit Submission Procedure for Schulich School of Business

➤ Course Kit Submission Procedures by Schulich Programs/Areas:

- 1) Schulich programs/areas obtain course kit information from faculty and complete a copyright information form¹. The copyright information form, along with copies of documents and production instructions is submitted to SSB Office Services by the deadline communicated by Office Services

Course Kit materials can be submitted to Office Services in various formats:

- Photocopies of readings
- PDF's or Word documents, CD's or USB drives.

Prior to submitting course kits please review for any pages that require a copy from a textbook and bring them to Office Services for scanning. Office Services has higher quality scanning devices for a cleaner output. Office Services will send the Copyright Clearance Centre (CCC) the PDF copy to include with your course kit.

➤ Course Kit Submission Procedures at Schulich Office Services:

- Course kit is to be submitted to Office Services
- To ensure completion, Office Services will scan through the CCC excel spread sheet and all attached documents
- Any discrepancies found and the kit will be returned to the originator for adjustments
- Office Services will book the course kit into their system and assign it a job number. The print request form includes course information and any special production instructions for the kit (number of desk copies, coloured pages, tabs, binding, covers, etc.) Each request form must also include contact information (name and **Email**) for a person with decision making authority for each specific course kit.
- All documents will be scanned and sent to the Copyright Clearance Centre (CCC)
- An excel spreadsheet with all of Schulich course kits will be submitted to the CCC and updated as required.

¹ Please see Attachment # 1 for instructions on how to complete Course Kit Copyright Information Form

➤ **Course Kit Submission Procedures at Copyright Clearance Centre (CCC):**

- 2) Request forms are picked up by the Copyright Clearance Centre.
- 3) CCC assigns a reference number to each course kit request. Before each kit moves into production the submission details are reviewed. The copyright information form is reviewed to ensure all necessary details have been filled in.
- 4) Once all submission details have been verified, course kits are moved into production.
- 5) At production stage, If CCC encounter any issues in regards to the overall reproduction of the documents submitted, we will send an email stating the issues. At this point, further production will be on hold until a response is received.

IMPORTANT POINTS:

- The originator must submit (by email) a course kit cancellation notice in the event of course cancellation (tirwin@schulich.yorku.ca, tgrilo@schulich.yorku.ca)
- Any changes/queries to a course kit after its initial submission must come to CCC through Office Services.
 - The desk copy will be printed after the CCC has received all copyright permissions. We will then notify the originator that the desk copy is ready for pick up at which point you will have the opportunity (two business days) to review the desk copy and make any necessary changes (ie: quality of articles or pulling an article). *For kits that are submitted after the deadline, there may be no opportunity to review a desk copy or make any changes before all student copies are printed.*
 - CCC will order the production of student copies two days after the course kit review copy has been supplied, unless it receives a request for changes within that period.

All kits are now sold to the students in the York University Book Store with the exception of the PhD courses

Attachment # 1

Course Kit Copyright Information Form

The following points are key details that should be filled in on the *Source Information Form* when submitting a Course Kit request to the Copyright Clearance Centre. A sample spreadsheet is attached for reference.

- The first row of the spreadsheet is reserved for course details. Fill in the new **course code, section, and course name**. All **professors** teaching the course should be noted here as well.

Source Information Form
Course Code: MGMT 5260 X
Course Title: Managing for Value Creation
Term: Winter 2013
Course Director: Professor C

Total number of documents included in the course kit: 6

- For each document being submitted, various details must be filled in on the form. The amount of information provided will vary depending on the type of document that is submitted (i.e. documents found online will have less details to fill in compared to a chapter selected from a book)
- The ISBN for a book can be found behind the inside cover of a book



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- If an **ISBN/ISSN** cannot be found, enter the edition/volume of the text that the reading is taken from. If all other details are filled in, we will be able to determine the other details on our end.
- A **page range** must be specified for all book/journal type documents that are submitted. In most instances, copyright permissions are based on the amount of pages selected from the source. It is important to specify the pages that are required so we do not over/under charge for the document.
- The **notes column** can be used to specify and special instructions or other details that may be of use to the copyright clearance center
 - *Pages to be printed in colour* – it is necessary to note specific pages that are needed in colour. Printing pages in colour will increase the cost of a kit. In our attempts to keep prices as low as possible, we recommend you use colour prints only when necessary, and only note the applicable pages.
 - *Reprint numbers for business cases* – Cases are revised from year to year. To ensure the correct version is printed you must specify the publication dates and reprint number of the case you wish to use.
- The **last column** on the spreadsheet is reserved for notes that correspond to material that you would like to re-use from previous course kits. To ensure that the correct material is being used, it must be specified from which kit the reading was last used in. Readings will be inserted into kits based on the information provided to us. The information that must be provided is the following:

Previous Course Code & Section: SGMT 6050 R/X

Previous Course Name: Mergers & Acquisitions

Semester that previous kit was used in: Winter 2012

Professors associated with previous kit: Professor A & Professor B

The attached Excel spreadsheet contains 6 examples of materials that are typically included in Schulich course kits (Syllabus, book chapters, journal articles, web content, business cases & Professor's work/work by other Professor.)

Please follow the examples provided when filling in the Copyright information form. Fill in as much detail as possible for each document that is being included in the course kit.

For more information:

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Copyright Clearance Coordinator

Email: neelakm@yorku.ca

Phone: (416) 736-2100 Extension: 22960

Chris Kumal

Senior Copyright Clearance Representative

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Jasinth Ariyaratnam

Senior Copyright Clearance Representative

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Useful Links:

York University Library: <http://www.library.yorku.ca/>

Copyright and You: <http://copyright.info.yorku.ca/>

Source Information Form
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Course Title: Managing for Value Creation
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Document #	Source (Title of Book/Journal/Website)	ISBN (Books)/ISSN (Journals):	Title of Excerpt:	Author/Editor/Translator:	Publication Date	Publisher	Page Range	Volume/ Issue No./ Edition	Document Type (bold to select one):	Noteworthy information for Copyright Clearance (Optional Field)	Web link/URL (For online content only):	Hardcopies Submitted? Y/N	Format documents submitted?	Archived Article? Include Course Code/Course Title/Term/Professor, of archived article.
Example 1 (Outline/Syllabus)			Course Outline				4 pages		Article/Poem/Short Story/Court case /gov't doc /statute /affidavit /policy /evidence /other			Y	Photocopy	
Example 2 (Book Chapter)	Operations and Supply Management	9780077228934	Process Capability and SPC	Authors: F. Robert Jacobs & Richard Chase	2008	McGraw-Hill	306-326	12th ed.	Article/Poem/Short Story/Court case /gov't doc /statute /affidavit /policy /evidence /other			Y	Photocopy	
Example 3 (Online Document)	United Nations Security Council		Security Council Resolution 1368 (2001)	Author: United Nations Security Council	September 12, 2001	United Nations	2 Pages		Article/Poem/Short Story/Court case /gov't doc /statute /affidavit /policy /evidence /other		http://www.un.org/Docs/scres/2001/sc2001.htm	N	No copies	SGMT 6050 R/X Mergers & Acquisitions Winter 2012 Professor A & Professor B
Example 4 (Archived Article)	MIT Sloan Management Review	1532-9194	Managing the Human Cloud	Authors: Evgeny Kaganer, et al.	Winter 2012	MIT	22-29	Vol. 54, No. 2	Article/Poem/Short Story/Court case /gov't doc /statute /affidavit /policy /evidence /other	Print in Colour quality of the article was poor. Please use the photocopy attached		Y	Photocopy	
Example 5 (Business Case)	Harvard Business School		Process Fundamentals	Authors: James Leonard & Ann E. Gray	Rev. April 20, 1999	Harvard Business School	1-17		Article/Poem/Short Story/Court case /gov't doc /statute /affidavit /policy /evidence /other	9-696-023		Y	Digital	
Example 6 (Prof.'s work)	Business Practices	N/A	Business Practices	Author: Prof. Wade Cook	Dec-10	Unpublished	22 pages	N/A	Article/Poem/Short Story/Court case /gov't doc /statute /affidavit /policy /evidence /other	Copyright belongs to Prof. Cook	N/A	Y	Digital	