

**PRINTING AND SELLING FACULTY PUBLICATIONS ON
CAMPUS
FAM 835.65**

Code: T-1
EFFECTIVE: 09/97
REPLACE: 09/79

STEPS IN THE PROCESS

1. A completed Course Materials Requisition Form bearing authorized signatures of the Chairperson/Director and/or Dean must be submitted to the Book Department at Coyote Bookstore.
2. A "Copy Ready" manuscript must be submitted along with the Course Materials Requisition Form in order to be processed.
3. All manuscripts must be accompanied by a completed request to duplicate/sell materials form as well as the Copyright Clearance Center authorization form.
4. A master of each manuscript will be kept on file at the Coyote Bookstore. Upon completion of the publication, the "Original Manuscript: will be returned to you upon request.
5. Upon receipt of the manuscript by the Book Department, the finished product will take two to six weeks for completion. Each manuscript varies according to size, amount of copyrighted material, and any specialized instructions.

(Manuscripts will not excepted via inter-campus mail delivery)

DUE DATES

We are requesting that faculty observe the following due dates:

Quarter	Date
Fall Quarter.....	May 14
Winter Quarter.....	October 23

Spring Quarter.....	January 17
Summer Sessions	April 15

Manuscripts submitted within two weeks of class start dates may not be guaranteed for sale on the first day of classes. To help insure prompt completion a 10% late handling fee will be invoiced to the academic department/school.

PRICING

The Bookstore will add an industry standard 23% margin to the duplicating costs to obtain a retail selling price for all custom course publications.

DESK COPIES

The bookstore will provide at no charge to the academic department one copy of each finished publication to each faculty adopting the publication for the current term. Additional copies will be made available to the department/school at cost plus 5%.

SELECT THE FORM(S) BELOW TO VIEW OR PRINT

1. [REQUEST TO DUPLICATE / SELL COURSE MATERIALS AT BOOKSTORE](#)

2. [COPYRIGHT CLEARANCE CENTER APS REQUEST FORM \(See instructions for request form\)](#)