The following information pertains to coursepackets. Take the time to review and share the information with your department, even if you do not use our services on a regular basis. Should an instructor require a course reader, please refer to this packet for information. Please contact us if you need additional copies or feel free to photocopy and distribute to your department.

Anteater Publishing works diligently to provide quality course materials while consistently following copyright compliance. We are available in person, online, by mail, or phone. We are eager to make progress in our services and resources for students, faculty, and staff. Let us know how we can better serve you.

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WHAT IS A COURSEPACKET?
A coursepacket generally consists of a customized collection of copyrighted material that
an instructor would like students to study for class. The coursepacket may be used to
supplant or compliment textbooks adopted for a course.

With coursepackets, an instructor has the opportunity to select articles or chapters from
different sources and compile them into one, simple reader for their students.

Instructors may also want to make lecture notes or other material readily available for
students. We have produced different types of coursepackets, including:
• Compilation of book chapters, newspaper/journal articles, court cases, poetry, images
• Lecture notes for the entire quarter
• Lab manuals
• Language instruction material
• Instructor’s own work, exercises, presentations, and guides
• Out-of-print books*
• Books that are out-of-stock with the publisher indefinitely*
• Combination of any of the above

Instructors can choose the type of binding, such as tape, coil, or 3-hole punch/shrink wrap.
Based on the school, we offer a custom cover for the coursepackets.

Anteater Publishing can produce coursepackets that are tailored to meet the needs of
many types of classes. We can work with the department to produce a more customized
reader for the course. If you have a cover of your own that you would like to incorporate,
or a specific need such as binders, please let us know. We are more than happy to
accommodate your requests.

*Should an instructor wish to adopt a book for a class and the Course Materials
department is not able to secure enough new/used copies from their sources, we can
request permission from the appropriate copyright holder in order to make photocopies
available for your students.
WHAT DOES ANTEATER PUBLISHING DO?

Copyright Clearance and Coursepacket Production
Anteater Publishing serves as the liaison between instructors and copyright holders, seeking permission for any copyrighted material to be produced in a coursepacket. Anteater Publishing strictly adheres to all copyright rules and regulations and will seek permission for all copyrighted material, in writing.

Once copyright is cleared, we then prepare the coursepacket for print – the material is photocopied, bound, and made available for purchase in The UCI Bookstore, conveniently located alongside any course books adopted for the class.

ADVANTAGES OF ANTEATER PUBLISHING’S SERVICE

Customer Service
For over 15 years, Anteater Publishing has produced 4000+ coursepackets for the University of California, Irvine. We have grown and expanded our services to assist instructors and coordinators with all coursepacket needs. We constantly strive to provide personal attention to each order and excellent customer service.

On-campus Convenience
Our office is conveniently located in The UCI Bookstore, lower level, in the Coursebooks Department. For your convenience, Anteater Publishing will pick up and return your master copies, and deliver desk copies to your department if needed. Coursepackets are sold in the bookstore, along with any books adopted for the course.

High Quality
Anteater Publishing consistently maintains high reproduction quality of your course materials. We will digitally edit and clean your masters to ensure that the coursepackets can be easily read. Anteater Publishing can paginate the reader, as well as provide a customized table of contents and cover. Coursepacket originals are electronically stored for easy editing and enable a 24-48 hour turnaround time on reorders.

Integrity
Anteater Publishing is 100% copyright compliant, which means we adhere to all rules and regulations pertaining to copyright law. We clear all copyrights and pay proper royalties. These fees are reflected in the price of the packet.

Anteater Publishing Guarantee
We guarantee that your coursepacket will be available for purchase by the first day of your class as long as we receive your complete order by the specified due date. If your order was on time and we fail to publish your material by the first week of class, your students will receive a 25% discount off the price of the coursepacket.
HOW TO ORDER A COURSEPACKET
The information outlined below is intended to help instructors order a coursepacket from Anteater Publishing. The following steps will help us efficiently obtain permission for copyrighted material and print the packet in time for classroom instruction.

Placing an Order
1. Request form
Please complete our coursepacket request form (provided with this informational packet or available in our office) and submit your order to Anteater Publishing each quarter you would like to use a packet for your course.

2. Citation List
If you are submitting copyrighted material, complete our request list for each item. You may also submit a syllabus or other citation list, provided that it contains complete bibliographic information, including page numbers.

3. Master copies
If you have your originals, please include a copy with your order. If you do not have a copy ready at the time of the order, please submit your citation list as that is essential to our permissions process. Original copies can always be submitted to our office at a later date.

We accept orders in person, by mail, campus mail, e-mail, or fax. If you are placing an order by phone and we have produced a coursepacket for you in the past, we ask that you also send a written request for our records. Please include the course and quarter the coursepacket was used, and note any changes.

Note on orders that DO NOT contain material requiring copyright permission
Even if your coursepacket does not require Anteater Publishing to obtain copyright permission, we kindly ask that you submit an order to us by the appropriate due date. In the interest of fairness to instructors that turn in requests on time, we print coursepackets in the order they are received and reach final completion.

Guarantee Due Dates Per Quarter

<table>
<thead>
<tr>
<th>Fall:</th>
<th>Winter:</th>
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<tr>
<td>July 1st</td>
<td>November 1st</td>
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<td>February 1st</td>
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Late orders
We will gladly accept orders after the due date. However, please note that we cannot guarantee that your coursepacket will be available by the first day of class. As always, Anteater Publishing will do its best to have your material available as soon as possible. We kindly ask for your cooperation and flexibility.
ADVICE
When compiling a coursepacket, please consider:

- **Timing:** While most publishers or copyright holders respond quickly to copyright permission requests, others may take between 1 to 8 weeks to respond. In some cases, publishers may refer us to other copyright holders. For this reason, it is extremely important to turn in your materials by the guarantee due date. This is the best way to ensure that your coursepacket will be ready by the time it is needed for your class.

- **Copyright information:** Include legible, complete citations on a separate sheet of paper, even if you are turning in copies of the actual material. Missing or incomplete bibliographic information will delay the processing of your coursepacket. By including a separate list, you facilitate the acquisition of permission and provide an official record of what you would like to have included in your packet. Articles that are not listed may not be cleared for permission and may be subsequently omitted from the packet.

- **Anthologies:** When using anthologies, scan the pages for citations referencing prior publication information. It is likely that the publisher of the anthology does not own the rights to the material. Check the acknowledgments/copyright page, or the first and last page that the material appears for citations referencing alternate material. Provide both sets of complete information (as it appears in the anthology and as it is listed in the acknowledgment). You can reduce the time it takes to grant permission by simply including all citation information in your original request.

- **Master copies:** It is the responsibility of the instructor or coordinator to provide master copies of the material to be printed in the coursepacket. Paper copies or electronic files are welcome. Provide clean, legible copies to reprint. We recommend avoiding books or articles that contain highlighting, dark areas, or extensive notes which may cover the text when photocopied. Allow a ¾-inch margin on all sides to ensure that text will not be blocked or cut off from binding/printing. If you have material that requires photo-quality imaging, please bring these items to our attention. Otherwise, photos, graphs, or diagrams may appear dark and/or unclear.

- **Status of your order:** Take an active interest in the coursepacket process. If you would like to know the status of your coursepacket, do not hesitate to contact us. Once you receive our update that is sent out approximately one month prior to the beginning of the quarter, review any royalty fees, make changes or cancellations, and approve the packet production as soon as possible. We will not proceed without instructor approval. Production may be delayed if your coursepacket confirmation is not returned promptly.

If you have any questions or concerns, please do not hesitate to contact our office. We would be happy to advise you on any aspect of coursepacket assembly and production. Thoughtful preparation and submission of materials by the appropriate deadlines are the best ways to ensure that your coursepacket will be completed by the time it is needed for your class.
COPYRIGHT INFORMATION

Copyrighted Material and Royalty Fees

In order to lawfully reproduce copyrighted material, Anteater Publishing must contact each copyright holder and request permission to reprint a specific work, in writing. This is required each time the work is used, unless specified otherwise. Copyright holders have the right to assess a royalty fee for reproducing their work. Anteater Publishing does not control how much the copyright holder charges. In the event the fee is significantly high, Anteater Publishing will attempt to negotiate a lower fee. We believe that authors should be credited and compensated for their work, but also understand the high cost of education and take students' best interests into account.

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What is Copyright?
The 1909 and 1978 Copyright Acts (title 17, U.S. code) grant the author the exclusive right to authorize reproduction, distribution, display, performance, and public sale of their work; it is illegal for anyone to violate any of the rights given to the copyright owner.

- Copyright protection extends to both published and unpublished “original works of authorship” in a fixed format, including literary, dramatic, musical, artistic and other intellectual works. Copyright protection is automatic and immediately becomes the property of the author who created it—and may or may not bear copyright notice (registration and notices are not required under current law).
- Works created as a result of a person’s employment are considered the property of the employer. In the case of works owned by corporations, and anonymous and pseudonymous works, the copyright lasts for 95 years from the date of publication or 120 years from the date of creation, whichever expires first.
- Works created before 1978: the copyright term depends on several factors.
  - Copyright in any work that was created before January 1, 1978, but remained unpublished as of that date (and was not registered in the Copyright Office as an unpublished work) lasts at least until December 31, 2002; and, if that work was published on or before December 31, 2002, the term of copyright shall last until December 31, 2047.
  - Terms of copyright vary for works published before 1978, depending on if copyright was renewed by a certain time. See Circular 15a of the U.S. Copyright Office, or http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm.
- Works published after 1978: copyright lasts until the end of the author’s life plus 70 years thereafter if registered by an heir. In the case of a joint work prepared by two or more authors who did not work for hire, the copyright endures for a term consisting of the life of the last surviving author and 70 years after such last surviving author’s death.
What is Public Domain?
In the U.S., works in the public domain are not protected by copyright laws and can be used freely. To fall into the public domain, a work must have been published prior to January 1, 1923 or at least 95 years before January 1st of the current year, whichever is later. Work created by an office or employee of the Federal Government is in the public domain. Public domain status is not automatic for products of state governments. Please keep in mind that although some titles may fall into the public domain, translations or new formulations of the work may be copyrighted.

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Fair use allows you to reproduce copyrighted material without obtaining the rightsholder's consent for the purposes of criticism, comment, news reporting, teaching, scholarship, or research. To determine fair use, the following four factors are considered: the purpose and character of the use, the nature of the work, the amount and substantiality of the work, and the effect of the use on the market. Evaluating these factors can be very difficult and subjective.

With regards to coursepackets, any adaptation or reproduction of copyrighted works without the consent of the rightsholder is a risk; extreme caution should be exercised when claiming fair use. Anteater Publishing will seek permission for all copyrighted material, in writing, whether or not all of the Fair Use guidelines are met. Permission guarantees that works of original authorship are reproduced in compliance with copyright law.

Fair Use and Classroom Use
Guidelines for educational use are separated into three divisions:
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2. Multiple copies for classroom use: multiple copies may be made by or for the teacher for use in the classroom provided that not more than one copy is made per student. *The following restrictions apply: reproduction must meet the brevity and spontaneity test, the cumulative effect test, and each copy must include a notice of copyright.
   • **Brevity:** Brevity is defined as a poem of less than 250 words; or story, essay, or article less than 2,500 words or an excerpt of not more than 1,000 words or 10% of the total work.
   • **Spontaneity:** Spontaneity refers to copying that is done at the individual inspiration of the instructor, and the decision to use the work is made so close to the time of use that it is impossible to expect a response to a permission request.
   • **Cumulative effect:** The copying of copyrighted materials may not exceed more than one prose work or two excerpts by the same author, nor more than three from the same collective work or periodical, and there cannot be more than nine instances of multiple copying for one class term per course.
3. Copying of copyrighted materials cannot create or replace collective works, anthologies, or compilations. Workbooks, exercises, standardized tests, test booklets, and answer sheets may not be copied for class use. Copying cannot replace the purchase of previously published works, and may not be repeated for the same item from term to term. Finally, there should be no added charge other than the actual cost of the photocopying.

USEFUL LINKS
For additional information on copyright, visit the sites below.

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http://www.copyright.gov
Library of Congress Online Catalog
http://catalog.loc.gov
Chart: Copyright Term and the Public Domain in the United States
http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm
Chart: When U.S. Works Pass Into the Public Domain
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Association of American Publishers: Rights and Permissions
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Campus Copyright Rights and Responsibilities: A Basic Guide to Policy Considerations
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