

Course Pack ~ BULLETIN

Spring 2010 DEADLINES



Copyrighted Course Packs Due... Friday 11/06/2009

Non-Copyrighted Course Packs Due... Friday 12/04/2009

Submission of previously used course packs will be subject to the above deadlines. Late and partial submissions will be accepted, but not guaranteed for the first day of classes!

COURSE PACKS ARE EASY WITH CUSTOM PUBLISHING

You decide what to include in your course pack (articles, chapters, notes...)!
Customize your textbooks every semester! **We also print out of print books.**

The Process:

- Obtain the **original** (when possible) books, journals, etc. If the originals are not available please include the **title and copyright page with the copy of the article.**
- **Permission will not be granted for articles from anthologies unless they are the original published source.** *Please call with questions before submitting.*
- Complete the **Custom Publishing Order Form**. This form is **required** to generate a course pack order. ***We will not be responsible for verbal orders.*** If your order form is faxed or mailed or e-mailed please call and confirm that we have received it.
- The attached **Bibliography Form** must be **completely** filled out for all copyrighted materials. ***Bibliography and Order Forms may be downloaded at: <http://custompublishing.binghamton.edu/>***
- When your order is **complete** bring it to the **University Copy Center - LN 22** or **Custom Publishing CV 52 & CV 54** and place your order. ***Partial submissions do not speed up the process.***

Points to Remember:

- **The quality of your course pack depends on you.** Bring us the original books, journals, etc. containing your selections. We will save you time & money while insuring better quality by making the master.
- **We will obtain all copyright permissions so please give the publishers 8 weeks to process.**
- **Permissions to reprint are granted for one semester only.**
- **When ordering a previously used course pack, SAVE YOURSELF TIME!** Call in advance and we will gladly provide you with a printout of the old bibliography.

If you are out of town and need to talk to us: Custom Publishing now has an 800 number – **800 743 7020.**

Custom Publishing - Now Located In Clearview Hall – Rooms CV 52 & CV 54

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