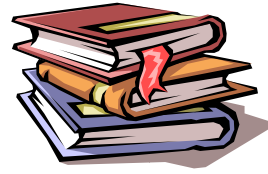


# Course Pack ~ BULLETIN

## Summer 2009 DEADLINES



**Copyrighted Course Packs Due... Friday 04/06/2009**

**Non-Copyrighted Course Packs Due... Friday 05/04/2009**

*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...)!  
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#### **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.***

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- **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.**
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