



# Course Materials

## JMU COPY CENTERS

### Creating the best coursepack solution for JMU

**We have years of experience in helping faculty members and curriculum coordinators plan, secure copyright permissions and produce course materials. Through our partnership with JMU Bookstore, we can ensure convenient sales to students. For complete details about coursepack services at our Copy Centers, give us a call at 568-2942.**

**Affordable,  
High Quality Materials**

We produce high quality, affordable coursepacks by using the latest in digital printing. We accept hardcopy originals, electronic files, or a combination. Our binding options are 3-hole punched, 3-ring binders, tape, spiral, and coil. Small packs may be stapled. We also have clear and black vinyl covers for added protection. Labeled tabs make it easy to find the section students are looking for or use a colored sheet insert. Our computer generated page numbering is an added convenience.

**Quick Turnaround**

Our high-speed production capabilities and direct link to the Copyright Clearance Center make it possible to produce our materials quickly.

**Convenience**

Located on campus, we offer free pickup and delivery services for your convenience. Proofs are available upon request. We provide one free desk copy to the professor and we keep an electronic backup copy for future use. Our partnership with the JMU Bookstore allows us to sell your coursepack in a central location where students are already purchasing their text books.

**Expertise**

JMU Copy Centers Copyrights Administrator works daily with the Copyright Clearance Center to quickly obtain copyright permissions for course material. The Administrator also works with publishers, authors and other copyright holders as needed to seek permissions.

**Deadlines**

Although some copyright permissions are quickly granted, others may take as long as eight weeks to be obtained. We make every effort to produce all coursepacks before the beginning of classes each semester. If your course material is copyright protected, please try to meet these deadlines to ensure your students aren't missing out on any resources.

Spring coursepack requests should be submitted by November 7

Summer coursepack requests should be submitted by March 15

Fall coursepack requests should be submitted by June 30

Didn't meet the deadline? Give us a call anyway. We'll do all we can to help.

## Coursepack Pricing

PRINTING	8 1/2 X 11 black/white (s/s-d/s)	.08	.11
	8 1/2 X 11 color ink (s/s-d/s)	.59	.80
	colored paper inserts (blank-s/s)	.05	.11
	covers, set (colored cardstock)	.25	
	color card covers	.79	
	black vinyl back covers	.60	
	clear cover	.40	
	paper wrap only (for loose leaf)	.50	
	3-hole (per sheet)	.01	
BINDING	Staple (single-double)	.02	.05
	tape binding	1.75	
	spiral binding	1.75	to 2.50
	coil binding	1.75	to 2.50
	3-ring binder (various sizes)		market value
	handling additional	3.00	to 10.00

## Comments from Customers

- ❖ I've always found the Copy Center staff to be pleasant and wonderful to work with. They more often than not go out of their way to be accommodating." It's nice to have the convenience of an on-campus copy center!" ...*Gerri Rigney, Department of Social Work - MSC 4303*
- ❖ "It looks great! Very nicely done, very neat and clean. Thanks for enlarging some of the smaller print, too ☺" ...*Claudia O'Neill, Nursing*
- ❖ The Copy Center has ALWAYS done an excellent job on my coursepacks. Thank You!!...*Craig Abrahamson*

**When it's time to plan course materials, contact JMU Copy Centers whose mission is to provide timely, quality copy services to the university students, faculty, and staff.**

## TO LEARN MORE CONTACT:

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