MADISON

PRINT SERVICES

Coursepack Service

Deciding if you should create a coursepack

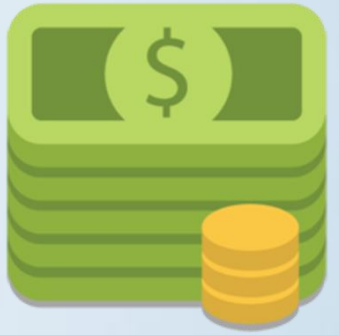
Do you use the following:

- Newspaper Articles
- Chapters from several different books
- Magazine articles
- Journal Articles
- Lots of handouts that you copy every semester
- Your own written material
- Out of print book

Benefits of a Coursepack

- Customize your own curriculum
- Easily updated with new material
- Use an out of print book
- Less costly than several textbooks if only using a chapter or two out of several
- Journal Articles, textbook chapters and your own material in one book
- One place to compile a lot of information
- Never on back order, always available within 24 hours if bookstore sells out (excluding weekends)

Royalty and Coursepack Fees

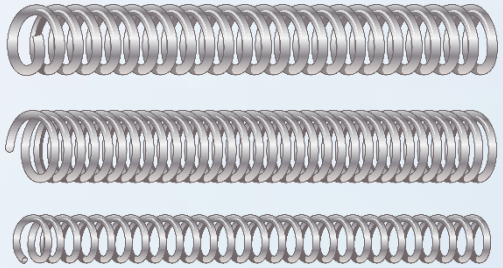


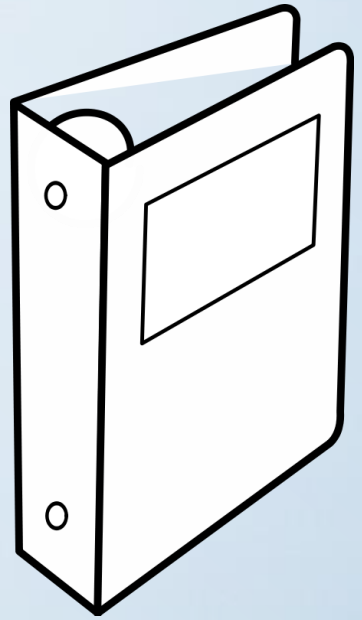
- There is no cost to you for creating a coursepack
- We take care of obtaining all copyright permissions, (any royalty will be added to the selling price)
- A total selling price can be given before you decide to print
- If you created the material, we can pay a royalty fee to you or your department, if requested

Steps of Creating a Coursepack

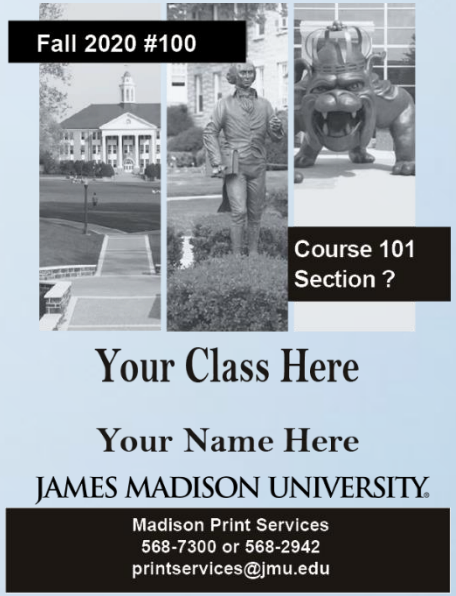
- Gather articles, chapters or your own written material
- Write down all copyright information, i.e…. Name of book, magazine, ISBN #, pages being used.
- Scan articles, chapters etc. into a pdf file or bring in hardcopies
- Put it in the order that you want it to appear in your book
- Submit it to Sherry Brooks at Madison Print Services brook2sl@jmu.edu
- No charge to check prices and give estimate before you commit
- You receive a free desk copy

Printing/Binding Options





- Black/White or Color printing
- Coil or Tape Binding
- 3 hole punch/3 ring binders
- Stapled/saddle stitched
- Tabs
- Page numbering
- Table of Contents
- Double or single sided
- Color inserts
- Standard Coursepack cover or create your own



Have Questions?

Please Contact:

- Sherry Brooks, Copyright Permissions Admin.
- 540.568.2942
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