



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 Rachael Haberstroh at Madison Print Services  
pucketrtd@jmu.edu
- No charge to check prices and give estimate before you commit
- You receive a free desk copy

## **Coursepack Deadlines** (To guarantee production by start of semester)



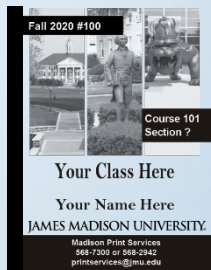
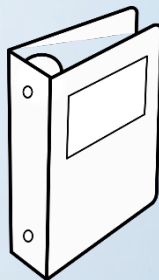
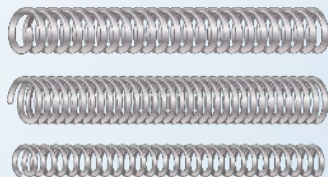
Spring Semester: November 7

Summer Semester: March 15

Fall Semester: June 30

# Printing/Binding Options

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



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Have Questions?  
Please Contact:



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