



COURSE READER ORDER FORM

How it works:

- Instructors order Readers to their specifications, per this order form, at Copy Services.
▪ Instructors submit their Reader material in hard-copy or electronic file format.
▪ The Bookstore obtains and/or verifies copy-right permissions.
▪ Copy Services produces readers to meet course enrollment needs and makes them available for student purchase at the Bookstore.
▪ Instructors receive a complimentary finished reader.

Date: _____

Order:

Class Enrollment: _____

Name: _____ Department: _____

Phone: _____ Email: _____ Bldg/Rm: _____

Course Name: _____ Course Number: _____

Reader is for: (circle) Summer '08 Fall '08 Winterim '08 Spring '09

Pages should be: (circle) 2-sided 1-sided Cover Color: _____

of one-sided Pages: _____ Page Numbering: (circle) Yes No

Bindery: (circle) 3-Hole Drilled Plastic Comb (more costly)

Reader to be purchased by students at the Bookstore: (circle) Yes No

or

Reader will be paid by Department 10-digit Org.-fund-code: _____ - _____ - _____

Copyright: All materials are my own originals: (circle) Yes No

This Reader includes EXACTLY the same copyrighted material as my last Reader that was sold by the UW-W Bookstore: (circle) Yes No

Some or all materials have copyright protection: (circle) Yes No

I have obtained copyright permission for each citation. (circle) Yes No (if yes, please provide copies of any written permissions)

Before Copy Services can reproduce materials and before the Bookstore can sell the reproductions, the faculty member presenting the material must complete, sign and date this form.

I do hereby agree to hold harmless Printing Services and University Bookstore and agree to indemnify them from any claim, liability, expenses, damages or costs of any nature incurred in connection with a charge of copyright infringements arising out of the duplication of these materials and the Bookstore's selling the copyrighted materials described above in accordance with this request for services.

Signature: _____ Date: _____