

Overview of Process for Supplemental Course Materials at USF Sarasota-Manatee							
Faculty members may choose to use sets of instructional materials which they have specifically developed to fit their particular needs and purposes for one or more courses. These instructional materials may include							
class meeting and examination schedules; reading assignments; statements of the faculty member's expectation and requirements for the course; reading lists; substantive materials dealing with course content,							
including documents authored by the faculty member or by other faculty members in the department such as texts, laboratory manuals, descriptions of experimental protocols, hypothetical cases for discussion,							
and similar items; and substantive materials authored by the faculty member or by others inside or outside the University and reproduced from professional journals, periodicals, and books.							
Faculty member - decides on best way to get material to students; May consider & consult with others about using Blackboard, Library, department's copy machine, Campus Copy Center, Bookstore;							
Method of Delivery	Comments	Contact for Assistance	Cost to Faculty's Department	Student Cost - SCREEN VIEW	Student Cost - if PRINTED	Advantages	Disadvantages
Blackboard	Faculty may post materials themselves or request assistance from CCIT; It is the responsibility of the faculty member to make sure the posting(s) is consistent with copyright law; For assistance with copyright issues, please contact the Library;	Dale Drees from Campus Computing & Information Technologies (CCIT), ddrees@sar.usf.edu	Free	Free	Print by student; If uses personal inkjet will cost 1-3 cents per page B/W or 11 cents/color; If uses personal laser printer will cost 1-2 cents/ pg B/W or 8-11 cents/color; or \$0.11/pg B/W if uses Computer Lab printers;	Free to faculty; No costs to students if they only use the material on-screen; (If they print it, then they will incur printing costs & time to do that)	Faculty - need training to become proficient; New version just installed & has some bugs; For students - sometimes documents won't open, are hard to print, print is too small, or links don't work;
Library	USF Library has contracts and licenses to use various databases and on-line e-Library materials; Rights to use in classrooms are included; (Usually allows 1 print per student)	Christa Fowler , USF S-M Reference & Instruction Librarian, (941) 359-4275, lcfowle2@sar.usf.edu; Merilyn Burke , USF Tampa Library; 4-4561, (814) 974-4561, mburke@admin.usf.edu	Free	Free	Print by student; If uses personal inkjet will cost 1-3 cents per page B/W or 11 cents/color; If uses personal laser printer will cost 1-2 cents/ pg B/W or 8-11 cents/color; or \$0.11/pg B/W if uses Computer Lab printers;	Tons of searchable, pre-paid, databases; Free - No cost to students or faculty (unless they print); Subscriptions, licenses and rights are paid for by the FL Legislature through budget allocations;	Need to login; May have to wait to use a computer in the Library or Info Commons;
Copyright Assistance	Questions should be directed to the Librarians first; Must follow all copyright laws and USF's Policy 0-105 revised 3-31-10;	Christa Fowler , (941) 359-4275, lcfowle2@sar.usf.edu; Merilyn Burke , 4-4561, (814) 974-4561, mburke@admin.usf.edu	Free	N/A	N/A	Copyright compliance keeps USF out of legal trouble;	N/A
Handouts made on Copiers Department's Workroom	It is the policy of the University that in the preparation and distribution of handouts, copyright law requirements shall be observed;	Department's Office Manager &/or Dean	Dept pays entire cost of printing; Fleet machines cost \$0.04 B/W & \$0.20 Color per page;	N/A	Free	Onsite; Do-It-Yourself for quick - immediate prints;	Copyright infringements are easily overlooked & could get USF into trouble; Costs come from Department's budget - so less money will be available for Faculty expenses such as travel;

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Handouts from Campus Copy Center	It is the policy of the University that in the preparation and distribution of handouts, copyright law requirements shall be observed;	Linda Sweeting , Copy Center Clerk; 2-4289, lsweeting@sar.usf.edu;	Dept pays entire cost of printing; Copy Jobs cost \$0.05 B/W & \$0.25 Color per page, plus more for folding or binding;	N/A	Free	Onsite; Clerk handles it;	Need at least 48 hours lead time; Costs come from Department's budget - so less money will be available for Faculty expenses such as travel;
Sarasota Campus Bookstore - for 'SARASOTA' Course Packs (Note: Courses listed as "Tampa" are not done this way)	USF has exclusive contract with Barnes & Noble Bookstores to sell textbooks and course packs to students;	Doris Iemolo , Bookstore Manager, (941) 355-5252, bookstore@sar.usf.edu;	Free	N/A			N/A
It is the policy of the University that in the preparation and distribution of course packs, copyright law requirements shall be observed, conflict of interest concerns shall be properly addressed, and University requirements pertaining to the sale of course packs shall be observed; The Bookstore uses two vendors who obtain copyright clearance, seek permission to reproduce out of print titles and print and bind materials and presentations.							
Professors contact Pro Copy or Xanadu directly and send them their original packet of materials. For convenience, they may give the original packet to the bookstore and we can send it on their behalf.							
Pro Copy and Xanadu communicate directly with professors regarding questions or information through the process. When the packets are completed, the copies are shipped to the bookstore and sold to the students.							
	Pro-Copy	Joan Statham or Jamie Baughn , Pro-Copy; 5219 E. Fowler Ave, Tampa, FL; Office (813) 988-5900, Joan's cell (813) 503-3028; Fax (813) 980-6532; Procopy1@aol.com, or jaime@procopy.com	Free; Vendor takes order from faculty, prepares packet, then delivers to Bookstore; Then sold to students	N/A	Varies; Depends on how many royalties paid; Usually ends up around 10-15 cents a page;	Saves time and aggravation; Resources are ready to read; Fewer problems with technology; Students & Faculty won't have any potential struggles with Blackboard posting & subsequent printing;	Faculty must plan ahead because Bookstore needs to be notified about Course Pack when textbook is adopted (so they can post on-line for sale & leave room on shelves for it); Increased cost to students; They may not choose which they want to view on-screen and/or print; Printing is about the same as the Computer Lab & Library Commons; However royalties may be paid twice to authors - once under the Library subscription agreements - and again under the course pack process;
	Xanadu	Kelley Shorter , Account Publishing Manager, Xanadu Publishing Company, 620 South 3rd Street, Suite 300, Louisville, KY 40202, Phone 1-800-218-5971 Ext 5204; kshorter@xanadu.com, www.xanadu.com	Free; Vendor takes order from faculty, prepares packet, then delivers to Bookstore; Then sold to students	N/A	Varies; Depends on how many royalties paid; Usually ends up around 10-15 cents a page;	Saves time and aggravation; Resources are ready to read; Fewer problems with technology; Students & Faculty won't have any potential struggles with Blackboard posting & subsequent printing;	Faculty must plan ahead because Bookstore needs to be notified about Course Pack when textbook is adopted (so they can post on-line for sale & leave room on shelves for it); Increased cost to students; They may not choose which they want to view on-screen and/or print; Printing is about the same as the Computer Lab & Library Commons; However royalties may be paid twice to authors - once under the Library subscription agreements - and again under the course pack process;

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"TAMPA" course listings - are processed through Tampa Bookstore	Bookstore does it themselves in-house or uses Kinko's; <u>Tampa Bookstore does NOT use Pro-Copy</u>	Grace McQueen, General Manager 4-8392, gmcqueen@admin.usf.edu; or Bryan Bell, Asst. Manager 4-4712, bbell@admin.usf.edu	Free; Tampa Bookstore handles it; Important Note: For courses taught out of Saraosta, but listed as a "Tampa" course, the Tampa Bookstore will prepare the course packs, then send some down to the Sarasota Bookstore to sell; In those cases, course packs are available out of both locations;	N/A	Unknown; Probably 10-15 cents a page;	Saves time and aggravation; Resources are ready to read; Fewer problems with technology; Students & Faculty won't have any potential struggles with Blackboard posting & subsequent printing;	Faculty must plan ahead because Bookstore needs to be notified about Course Pack when textbook is adopted (so they can post on-line for sale & leave room on shelves for it); Increased cost to students; They may not choose which they want to view on-screen and/or print; Printing is about the same as the Computer Lab & Library Commons; However royalties may be paid twice to authors - once under the Library subscription agreements - and again under the course pack process;