

Coursepack Production Requisition

For year 20____, Semester: 10-SPR 20-SUM 30-FAL

Department: _____ Course Number: _____ Section: _____

Date: _____
 Name: _____
 Email: _____
 Local: _____
 Alternate Phone: _____
 (if off campus)

YES A proof is required for all NEW materials.

The proof will be sent to you for your approval. Return the signed Authorization to Print form to the Printshop within 3 days of receipt.

COURSEPACK PRINT INSTRUCTIONS

Coursepack Title: _____

Number of copies for Students: _____
 (Bookstore confirms final # of copies)

Number of Instructor copies: _____

NEW Coursepack
 Note: NEW includes revised content

REPRINT Coursepack
 No changes to coursepack content
 Update semester/year on cover

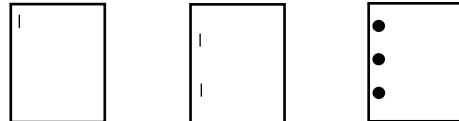
Type(s) of Original(s)

- Electronic document (emailed or USB)
 Document Name: _____
- Paper Copy (clean copies only)
- Books for scanning (identify pages to be copied)

Cover Stock:
 Langara Cover _____
 Front (colour) _____
 Back (colour) _____

Alternate Paper Stock:
 Colour (specify or attach sample) Maximum of 3 colours per job, includes white

Binding:
 Collate & Staple (page sort: 1, 2, 3, 4), 3-hole punch



Coil Cerlox Perfect Bind

Unless otherwise instructed, all coursepacks will be printed back to back (D/S), collated, and stapled on white 30% recycled paper.

Alternate Printing Format:

- One Sided (S/S)
- Mixed (S/S & D/S)

Special Instructions

COPYRIGHT AUTHORIZATION

(Requisitions without proper authorization will be returned)

Text and images not created by instructors will be reviewed by the Copyright Office before being printed as part of a coursepack package.

For the college's copyright guidelines, please see the Langara Copyright website (<http://langara.libguides.com/copyright-for-instructors>).

I have included the completed [Permission Request & Self-Tracking Form](#) required for NEW or REVISED coursepack.

This work is an Open Educational Resource (please include the link in the special instructions).

All text and images have been created by instructors.

Instructor's Name/Signature: _____ Date: _____

Send completed form to: bookstore@langara.ca ATTN Coursepack Production Requisition

Bookstore	Printshop Billing Calculation						
	Copies of Coursepack	# of Images:	Single Sided		Double Sided		Cost \$ _____ Charged to bookstore
			8.5 x 11	8.5 x 14	8.5 x 11	8.5 x 14	
	For Students: _____	Cost Per Set:	GBC	Card Stock		Colour Stock	
For Instructors: _____			White	Colour	8.5 x 11	8.5 x 14	8.5 x 11
Total Copies: _____	Copyright Cost per set	Manual/Machine Stapling	Perfect Bind	Cerlox/Coil	Cutting	Manual Collate	Total: \$ _____
PO# TX _____							
SKU# _____							
White Copy – Printshop Services							
Yellow Copy – Returned with Originals & Proof/Prints							
<small>Last revised: August 2024 - Bookstore</small>							
	Old SKU: _____			Date Completed	Operator	Work Order #	