

<b>Title:</b>	<b>PRINTED COURSEWARE</b>
<b>Category:</b>	Administration: Information Management
<b>Policy No.:</b>	<b>B5005</b>
<b>Replaces:</b>	6.3.2.1.
<b>Applicability:</b>	All Employees
<b>Issue Date:</b>	December 3, 2002
<b>Amended Date:</b>	
<b>Source(s):</b>	Langara Council
<b>Approval:</b>	_____
	<b>President</b>

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## 1. PURPOSE

To identify the authority and procedures for sale of print Courseware.

## 2. DEFINITIONS

**Access Copyright (previously CANCOPY):** The Canadian Copyright Licensing Agency is a collective of creators and publishers that administers the legal rights and collects and distributes royalties to appropriate copyright owners.

**Printed Courseware :** refers to any printed material produced by instructors for sale in the Bookstore, whether or not there is any copyright on the material.

## 3. AUTHORITY

### 3.1 Related Acts and Regulations

Canada Copyright Act and Regulations

### 3.2 Related Policies

College Publications and Productions (in process)

[Copyright Compliance](#)

[Copyright Ownership](#)

World Wide Web Publishing (in process)

#### 4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

[Langara Faculty Association Collective Agreement](#)

#### 5. POLICY

- 5.1 All print Courseware will be produced by the Langara College Print Shop.
- 5.2 Any print Courseware that is sold to students will be sold through the Bookstore.
- 5.3 All print Courseware sold to students will be recorded to meet the requirements of College licensing agreements.
- 5.4 All print Courseware will meet copyright requirements and have the copyright ownership clearly identified.
- 5.5 All print Courseware will be identified using Langara College graphic standards.

#### 6. GUIDELINES/STANDARDS

Kornfeld, Judy, and Niina Mitter. [Langara College Library Copyright Guide](#). Rev. ed. Vancouver, B.C.: Langara College, 2001. [Linked in the Web version]

Langara College Graphic Standards Guidelines.

#### 7. EXCEPTIONS

N/A

#### 8. PROCEDURES

- 8.1 Instructors will complete a Courseware Production Form to produce print Courseware. The Courseware Production Form must be accompanied by a Access Copyright (previously CANCOPY) form for copyright material and the original material.
- 8.2 For out of print books, the Bookstore Manager will attempt to arrange for copyright permission to be secured for a reprint.
- 8.3 The Bookstore Manager will price the Courseware to include all production costs, copyright costs and normal college mark up.

8.4 The Library will record the Courseware titles and report them to the licensing agency.

8.5 Courseware Production Requests submitted without proper authorizations will be returned and will not be processed.

## 9. INQUIRIES

For inquiries about this policy, contact the Director of Library, Media and Bookstore or the Administrative Assistant, Instructional Support, College Services.

## 10. APPENDICES

[Access Copyright](#) (previously CANCOPY) form  
Courseware Production Form  
Langara College Courseware Production Guide  
Langara College Graphics Standards Manual  
Textbook Requisition Form