

**COPYRIGHT CLEARANCE CENTRE
COURSE KIT ORDER FORM**

Copyright Clearance Centre, 043 Central Square
4700 Keele St., Toronto ON M3J 1P3 Tel. 416-736-2100 ext: 40727

CONTACT INFORMATION

Course Instructor(s) _____

Delivery Location (Desk/Originals) _____ **If you are not available they will be delivered to your dept.

Instructor Extension _____ Instructor E-mail _____

Alternative Contact (with authority to make decisions) _____

Extension _____ E-mail _____

COURSE INFORMATION

Course Code _____ Credit Value _____ Section(s) _____

Faculty (Circle all that apply) AP ES ED FA GS GL HH SC

Term Fall _____ Fall/Winter _____ Winter _____ Summer _____ Volume I _____ II _____ III _____

At which campus bookstore would you like the course kit sold? Glendon _____ Keele? _____

COPY INFORMATION

Estimated enrolment _____ Required Number of instructor's copies _____ Budget Number _____

ORIGINAL DOCUMENTS

Have we used this material previously? Y _____ N _____ Are there changes in the material? Y _____ N _____

****Whether there are changes or not, we require a listing of the copyright information and the location of each article in the kit.**

If yes, indicate: Term _____ Course Code _____ Instructor _____

Have you been notified by the York Bookstore text department the material you are submitting is from an **out-of-print** \ book? Y _____ N _____

During peak periods it may require additional time to process permissions for certain articles. If you consent to the removal of these articles from the kit, there will be no further delays to production. You will be notified of the final list of materials included in the kit once it has been released for printing.

Y _____ (Please proceed with production and then notify me.)

N _____ (Do not proceed. Wait for my response, I understand this will void the expected date.)

PRODUCTION OPTIONS

Cerlox Binding _____ Single-sided _____ Paginate _____
3 Hole Punched / Shrink Wrap _____ Double-sided _____ CCC Table of Contents _____
Staples (max 100 sheets) _____ Colored Pages _____ Table of Contents Provided by Instructor _____

SPECIAL INSTRUCTIONS

DISCLAIMER

____ Yes, I understand that I MUST supply correct source information for each article that I submit

____ Yes, I understand that some of the materials that I submit may be subject to royalty fees and that such fees are incorporated into the student price of the course kit

**** The quality of your printed Course Kit is a direct reflection of the quality of the materials submitted. If possible please submit first generation photocopies.**

REQUIRED DATE _____/_____/_____

EXPECTED DATE _____/_____/_____
DD MM YY

Reference #: _____

Submitted By _____

Accepted By _____

Date _____

****If you have any questions or concerns please contact us at ckits@yorku.ca or by phone: ext 40727**