Design, Copy & Logistics (DCL) Services
Course Packet Preparation

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Course Packets are a great way of organizing your syllabus and class materials. Course Packets save your department the costs and hassle of producing class hand-outs and extra materials your classes. Course Packets reflect positively on your students and class and show that you are prepared and organized for the semester.

Our Course Packets make you look like a Pro.

STEP ONE: Create your Course Packet – DCL associates will assist if necessary

Textbook materials: Bring the books to any of the three DCL Services locations: Decio Faculty Hall, Flanner or O’Shaughnessy Hall.

NOTE: Please, DO NOT bring packet materials with books to be copied. Books should be copied separately. If “originals” are not clean (they have black borders), it is time consuming and difficult to clean up the copies.

♦ Use ONE order form, regardless of the number of books and mark a (1) in the box for one-sided copies on the order form.
♦ Flag a post-it note and write the page numbers to be copied from each book. Place the post-it inside each book so that it is visible to DCL staff making the copies.
♦ Place the order form inside the top book and rubberband together.
♦ The copies from your books, journals, magazines, etc. will be charged to your appropriate department.
♦ DCL Services will assist you in creating your course packet.

Fair Usage and Federal Copyright Laws:
DCL Services will assist you in producing a course packet that is high quality and will process all copyright permissions required to produce your packet. Copyright laws must be followed for materials created during the last 70 years, regardless if the author is deceased, the publisher is out of business, or the book is out-of-print.

♦ Contact the General Counsel Office at 1-6411 if you have questions about the guidelines. There is more “gray” than black and white rules for copyrights.
♦ All books published prior to 1923 may be copied in entirety.

♦ Check on-line at www.copyright.com to determine whether material is “available to the public” or if you are within the copyright laws to use the articles in your packet.
DCL Services processes the majority of our copyright permissions through the Copyright Clearance Center. However, if they are not the rightsholder or cannot give permission for any given article, DCL Services will search and contact the rightsholder for you. We will also communicate with you regarding the copyright costs, to allow you to opportunity to decide if you want to pull some of the more costly articles from your packet to cut down on the student cost. Not all publishers require a fee. If a copyright fee is required, DCL Services will arrange for payment of the fee and will build the copyright fee into the price of the course packets.

STEP TWO: Organize your Course Packet

Include a Table of Contents and page numbering is highly recommended:
- E-mail your Table of Contents to 301copy@nd.edu or decioctr.1@nd.edu.
- DCL will page number your entire course packet and add page numbers to the Table of Contents.
- The Table of Contents and page numbering will organize your packet material and be used to double check the preparation of your packet.
- Students respond more favorably to course packets that are numbered with a Table of Contents that organizes the included material.

Page numbering of packet:
- Do not page number the packet yourself. DCL’s black/white and color copiers will print page numbers on the MASTER packet, giving your packet a more professional look.
- If your material is already numbered by hand or out of sequence, we will tape over the numbers and print the page numbers on the MASTER. Please, do not use white-out. DCL takes care of it for you.

Two (or more) Volume Packets:
- The maximum number of pages should not exceed 375-400 (800 for 2-sided copies). If your original packet must exceed this quantity, the course packet should be split into 2 volumes.

Suggestions:
- You may use the BACK cover, as well as the front cover for your images.
- You can use maps on the cover or back, if the subject matter is covering other countries, etc.
- If you want something enlarged in your packet, DCL Services can copy it on an 11”x17” sheet of paper and Z-fold it to fit the 8.5”x11” size of the packet. This is referred to as a “Fold-Out.”
If time allows, DCL Services will clean up your packet to create the best quality printing for our ND students.

**STEP THREE: Place your order for student course packets**

**Order Form for Printing Packet:** DCL will keep a master of your course packet on file, just fill out a Course Packet request form and DCL takes care of the rest. You can find the most current Packet Order Form on the A&L Quickzone, under DCL Services. If you are creating a new course packet or making changes to an existing course packet, please drop off your completed course packet material at any DCL location with a completed course packet request form. If necessary, Linda Lange, or one of the DCL associates, will contact you or make an appointment to review any production questions or issues with your materials. Please include the following on your Course Packet request form:

- Course Number and Title
- Copies should be 1-sided or note if there are 2-sided copies in packet
- Do you have Teaching Assistants who needs a copy of the packet?
  Compliments of DCL
- Do you want an image on the cover/back of your packet?
  **NOTE:** We will be happy to search on the Internet for you or you can bring your own image.

**Personalized Packet Covers:**

- Provide an image and DCL will create a personalized color front cover. Images are easily found on Google.com by selecting “images” and typing in key words or phrases to find a specific category. We also have access to a high-resolution graphic website to use as another option for finding images. Please verify on the bottom of the Home Pages for the images you select to assure that there is NO copyright statement on the web site. If you do not find a copyright statement, it is likely the image is available for public use. Images related to the subject matter of your course create memorable course packets.
- Copyright laws apply equally to images from books as they do to the Internet.

**Professor’s Complimentary Copy and Master file:**

- A one-sided MASTER will be retained by DCL Services for production purposes and future course packet development.
- Every professor will receive a complimentary course packet with each course packet order.
♦ **NOTE:** The quality of some of the material provided may be poor due to successive copying. DCL Services will attempt to reproduce copies that are better than the originals provided, but cannot guarantee that copies will look better than the originals.

DCL Services associates and staff consider it a privilege to produce quality packets for your students at a reasonable price. We are Notre Damers serving the Notre Dame community. Our goal is to make you look professional and to retain your business in the future. We are all ND.