



Memorandum

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Note de service

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Office of the
Vice-President, Academic
Bureau du vice-recteur
à l'enseignement et à la recherche

To: All Faculty, Laurentian University and Federated University Colleges

From: Dr. Doug Parker
Vice-President Academic (Anglophone Affairs)
Dr. André Roberge
Vice-President Academic (Francophone Affairs)

Re: Policy: Sale of Lab Manuals, Case Packages, Course Notes, etc.

Date : August 30, 2000

Please find attached a new policy on the above-mentioned subject. In part at least, the policy is to protect the institution from possible copyright violations by insuring a common, consistent practice across the University.

Thank you for your co-operation.

Dr. Doug Parker
Vice-President Academic
(Anglophone Affairs)

Dr. André Roberge
Vice-President Academic
(Francophone Affairs)

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Encl.

cc: Richard Morin, Bookstore Manager
Gerry Labelle, Financial Services
Management Team

Laurentian University

Policy: Sale of Lab Manuals, Case Packages, Course Notes, Etc.

On occasion some faculty members either personally or through the departmental secretary or technicians, sell lab manuals, case packages, course notes, etc. directly to students. The following policy is intended to standardize the way in which the University provides these materials to its students.

The University has negotiated an agreement with CanCopy (the licensing body under Canada's Copyright Act). Under this agreement, University faculty, students and staff are covered by the terms of this agreement. The University is required to maintain a record of all copying made for resale purposes. For this reason, it is essential that any unit or individual intending to make available to students copies of lab manuals, case packages, course notes, etc. do so only through specific arrangements with the University Bookstore.

This will allow the University to maintain the required record and to submit payments as required by the CanCopy agreement. Failure to maintain these records can result in penalties being imposed on the University.

This policy also applies to any material which has been prepared by individual faculty members even though it does not contain any copyright material.

The maximum royalty paid to a Laurentian University professors for material written by them is 2¢ per page. Faculty members cannot force or put pressure on a student to buy any of this material.

Laurentian University

Procedure: Sale of Lab Manuals, Case Packages, Course Notes, Etc.

- 1) The professor or faculty member will provide the Bookstore with an original copy of the document.
- 2) The professor must identify any related articles or pages which are copyrighted.
- 3) If the professor is the original author, he/she must then sign and attest to the fact that there is no copyright material in the document.
- 4) The Bookstore staff will record and obtain authorization to reproduce the copyright material either directly from the publisher or CanCopy.
- 5) The Bookstore will then forward the original copy to the University Press for printing.
- 6) Once the document is received from the Press, the Bookstore will sell the document at a price which includes:
 - 1) CanCopy or copyright fees
 - 2) Printing costs from the Press
 - 3) 20% mark-up for the Bookstore
 - 4) Royalties paid to the faculty member(s), if appropriate.
- 7) The Bookstore will be responsible for maintaining the required records and to submit the appropriate payments as required by the CanCopy agreement.
- 8) The Bookstore will advise the Payroll Office of any royalty payments to be made to faculty members (maximum 2¢ per page). This will be reported as T4-A Income and will not be subject to any statutory deductions.

Any questions regarding the policy or procedures can be directed to Gerry Labelle, Director, Financial Services at extension 3047.