

Clean Copy Instructions

There are just a few steps required to create a Clean Copy coursepacket. Following these steps ensures a quality packet in the shortest amount of time.

Below are Clean Copy's direct instructions for creating a coursepacket through them.

1. Placing the Order:

- a. Order forms are available in the store.
- b. Or, you can call us 503-221-1876 and we will fax an order form directly to you.

2. Filling out the order form:

It is important that information on the order forms is filled out completely and accurately. Come by Clean Copy or call 503-294-3999 for assistance if you have any questions.

3. Submitting the order forms:

- a. For non copyrighted materials, we need to have your order and course materials one week before your first day of class.
- b. When requesting copyright clearance, we need to have your order and bibliography or course syllabus with the required citation information eight weeks prior to your first day of class, or as soon as possible. If we get your order with less than one week's notice we can't guarantee that your packet will be ready by the first day of class.

2. Bringing us your materials:

Bring in all of the items you want to be included in your coursepack (articles, syllabus, table of contents, worksheets, etc.). Or bring original books, journals, newspapers, etc. We can make master copies and have originals ready for you to pickup in a day or two.

It is helpful if your bring originals that are

- One sided copies on standard 8.5 x 11 letter size paper
- In good condition with no cut off pages and dark enough that it can be reproduced cleanly.

If, at the time you contact us with your bibliography or course syllabus, you are unable to bring us the articles themselves, please do so within a week or two after you submit your order form.

3. Confirmation for copyright clearance:

After your copyrighted articles have cleared permissions, one of our representatives will contact you with the estimated price of your packet (you may be able to approximate how much the coursepack will cost you before you submit your final order).

We are happy to go over the prices on individual articles with you. If it is necessary, we will work with you on removing costly articles and rearranging the pack to suit you and your student's needs.

4. Production:

After copyrights (if applicable) have cleared and price is approved, we begin production of the coursepacks. Production takes 2-5 working days depending on the number of other coursepacks in production at the time.

REMEMBER! The closer we get to the beginning of the term the busier we all become.

Copyright clearance summary:

1. The process takes time. We would like at least four to six weeks to complete copyright clearance.
2. We need sufficient bibliographic information on the materials in your coursepack to obtain copyright permission.
3. We need the original, actual books/articles at least one week before your first day of class. However much time can be saved and many errors can be avoided if we have your actual coursepack materials right from the start!

If you need a form for Clean Copy just ask Faculty Services!