



UNIVERSITY OF NEVADA, LAS VEGAS
ACADEMIC PRINTING SERVICES
REPROGRAPHICS

"Here To Support The UNLV Campus Community"

Today's Date: _____ Need By: _____

From: _____

Dept. Bldg. Room #: _____

Work Phone #/Room #: _____

Home Phone #/Address: _____

Course Title: _____

Course & Section Number: _____

Instructor Name/Title: _____

Semester & Year: _____

This Packet Is: Required Optional

This Packet Is: New
 EXACT REPRINT OF PREVIOUS TERM PACKET
Which term? _____
 Revised with changes attached (mark pages that change)

of Packets

of Originals

Desk Copies (max. 3)

Desk copies and Originals will be delivered to the dept. office

PRINTING INSTRUCTIONS:

Print: 1-Side 2-Side

BINDING INSTRUCTIONS:

Tape Bind Staple: Upper Left 2 on Side 3-hole punch/Shrinkwrap Spiral Bind Coil

SPECIAL INSTRUCTIONS:

Customer Signature: _____

COPYRIGHT: The university, individual faculty, staff members, and Reprographics could all be liable for damages if copyrighted materials are reproduced in violation of the law. The copyright law does not specifically define the limits of legal use of copyrighted material, but it forbids unauthorized "systematic" copying. **If your packet contains copyrighted material, you MUST fill out a section on the APS Copyright Clearance Form completely for each copyrighted article/item in this packet so we can obtain copyright clearance with the order.** Reprographics may be required to delay or deny reproduction of copyrighted work until all proper authorizations are received.

Reprographics Billing: Cost per Copy \$ _____ Bookstore Price \$ _____

Agreement On Guidelines For Classroom Copying In Not-For-Profit Educational Institutions With Respect To Books And Periodicals

MULTIPLE COPIES FOR CLASSROOM USE:

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright.

DEFINITIONS:

Brevity:

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

(Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose or in illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

- i. The copying is at the instance and inspiration of the individual teacher; and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

PROHIBITIONS:

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - a. substitute for the purchase of books, publisher's reprints or periodicals;
 - b. be directed by higher authority;
 - c. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.