Course Packet Solutions (CPS) has been creating high quality course packets for University of Illinois faculty members for more than 20 years. A course packet from CPS at IUB offers some unique advantages to faculty and students:

- Faculty can customize instructional materials into one useful packet.
- Combining materials into one book can result in cost savings to students.
- If needed, copyright permissions for packet items will be requested for you.
- Most reruns are available for pick up within 1 or 2 days.
- Packet electronic files are archived for 2 years for easy repeat printing.

Course Packet Basics
Below are some commonly asked questions about course packet printing:

**What can be included in a packet?** A course packet can include chapters from books, articles from journals and magazines, newspaper clippings, business cases from companies like Harvard Business Publishing or Darden Publishing, information from websites, and original materials developed by faculty. CPS can scan the materials for you or work with your electronic files.

**What is the process for creating a packet?** The process starts with the completion of a CPS order form for contact information, course information, and packet formatting information. You can submit the order form via email or fax, or you can drop it off in person at the bookstore. If you are unable to drop off your materials, we can also send a driver to your office location to pick up the materials for you. For copyrighted items, we need bibliographic information which you can provide on the CPS item list. [Both CPS forms are available on the website.] After we scan your materials or assemble your files for printing, we create a proof copy for you to review before we print. Once your proof is approved, the packet is printed, bound, delivered to IUB, put into inventory, and shelved on the sales floor with a shelf tag. One complimentary instructor copy is also delivered to the instructor at this time.

**How much time is needed to create a packet?** The length of time needed to complete a course packet varies. Some packets can take up to 3 or 4 weeks to prepare if copyrighted materials are included, but some packets can be done in less time if the packet is a reprint or if it is comprised of all original material from the instructor. Even simple packets sometimes require a couple of weeks to finish because there are usually many packets in production all at the same time. If you are including copyrighted materials, please err on the side of allowing more time because a copyright analysis will have to be done and permission requests (if needed) can take a couple of weeks to complete.

**What printing options are available?** There are 4 different types of binding to choose from (3-hole drilled packets for inserting into binders, tape binding, plastic comb binding, and plastic coil binding) and different paper stocks to choose from as well. Samples of different types of packets are available for you to review at IUB. Black and white printing is less expensive, but color printing is also an option if the addition of color is important to your material. CPS partners with Illini Union Document Services to offer quick turnaround on packet printing, with packet reprints usually being completed within 24-48 hours during weekdays. Digital packets have also been discussed as a possible future service.
Copyright Basics
Copyright information can be confusing and difficult to understand. The information below about Fair Use might help clarify things for you:

Course Packet Solutions (CPS) will take care of processing copyright requests for faculty and staff at the University of Illinois. CPS automatically performs a Fair Use Analysis on all copyrighted items used in course packets. The Fair Use Analysis performed by CPS evaluates all material against the “Four Factors of Fair Use” as defined in the Copyright Act of 1976. The four factors to consider in Fair Use are Purpose, Nature, Amount, and Market Effect, and all four factors must be reviewed to complete an analysis:

1. Purpose: “The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes.” If the purpose of using the work is for education, then it is Fair Use. If the use is for a commercial purpose, then it is less Fair Use. A not-for-profit educational course packet like those produced by CPS will almost always be compliant with Fair Use based on this factor.

2. Nature: “The nature of the copyrighted work.” If the work is completely factual (such as a phone book), then it is Fair Use. If it is entirely fictional and creative, then it is less Fair Use. Based on this factor, a scholarly work is going to be more Fair Use whereas a work of art will be less Fair Use.

3. Amount: “The amount and substantiality of the portion used in relation to the copyrighted work as a whole.” If the amount used is small, such as less than 15% of the entire work (i.e., 15 pages of a 100-page book), then it is more Fair Use. If the entire book is used, then it is less Fair Use. For these purposes, consider a single article from a journal to be a portion of the whole journal. Something to consider when selecting materials for a packet is whether or not excerpts will work as well as using entire full passages of work.

4. Market Effect: “The effect of the use upon the potential market for or value of the copyrighted work.” If there is no market effect, then it is more Fair Use, and if there is a large market effect, then it is less Fair Use. If copying the item reduces the number of original copies that will be bought, then the market effect is less Fair Use.

Internet Material: There is a common misconception that everything on the internet is free to use and copyright does not need to be considered. This is absolutely not true and some journal article websites have strict guidelines about the reproduction of their online materials. This information is sometimes hidden in the fine print of the Terms and Conditions portion of a website. Articles downloaded from internet websites often allow only 1 copy to be downloaded and printed for personal use. Many times the file includes a copyright infringement tag line which requires CPS to request permission for printing multiple copies.

Business Cases: If business cases are included in your packet, CPS will take care of paying the permission charges as well as handling the initial purchase of the downloadable case files.

In summary, although it would be convenient to claim that all material used at an educational organization should be considered Fair Use, that claim has been repeatedly challenged in court cases. CPS thus recommends analyzing all materials for Fair Use, and when permission is required, CPS will send out copyright requests, communicate with faculty or staff about the royalty fees charged by the rights holder, and then complete the permissions agreement transactions from start to finish. If you have any questions about copyright, please contact CPS at iubpackets@illinois.edu.

Forms: There are 2 order forms available on the IUB website at www.uofibookstore.illinois.edu/Course Packet Solutions. The CPS order form is needed for contact information, course information and packet formatting information. The 2nd form is a CPS item list to fill out when copyrighted materials are included in your packet. On the item list, it is especially important that item order, page selections and ISBN numbers are filled out completely for each of the copyright items in the packet. You can download and keep these blank forms on your computer to submit future packet orders. The forms can filled in onscreen and submitted via email with your electronic files, or you can print copies and and include them with your original materials to be scanned.