



KU Custom Course Book Request Form

Course: _____ Cross Listed: _____

Section: _____ Semester: _____ Estimated Enrollment: _____

Instructor: _____ No. of Desk Copies: _____

Office Address: _____

Phone: _____ Email: _____

The packet is: New Readoption

The packet is: Required Recommended Optional

The copyright: Requires Clearance No clearance required (see waiver)

Please provide a clean master copy along with a complete bibliography.

1) Single-sided Double-sided

2) Coil 3-Hole Punch Comb Shrink Wrap

3) Cover Option: Simple Cardstock Template, Color: _____
 Full Color Cover Template
 I am providing my own front cover (otherwise, we will create one)

4) Pagination

5) Table of Contents Bibliography Page of works used

6) Perforated pages; For certain pages, indicate which ones: _____

7) Dividers

Contact for price approval before publishing? Yes No

Additional comments or requests:

**RELEASE AND ASSUMPTION OF RISK FOR
REVIEW OF USE OF WORKS UNDER COPYRIGHT PROTECTION**

As a faculty member of the University Of Kansas, I understand that the University of Kansas Memorial Corporation d/b/a KU Bookstores (Bookstore) offers, as part of its operations of selling textbooks and course materials, the services of Copyright Clearance and necessary permission for reproduction of works from copyright owners. Based upon my own review of the texts and other works I have assigned to my students for courses I teach and the law applicable to use of copyrighted works, including Fair Use (17 U.S.C. 107), I have determined that reproduction of the instructional materials for my courses to be sold by Bookstore to enrolled students will not infringe any copyrights.

In consideration of Bookstore's relying on my determination about reproduction of instructional materials for the courses I teach and allowing those materials to be reproduced and distributed without Copyright Clearance Center's review, I assume the risk of infringement of copyright for such materials and hereby release Bookstore and the University of Kansas from any and all claims, liability or damages, arising out of or resulting from the reproduction, distribution or sale of instructional materials for courses I teach that have not been reviewed by the Copyright Clearance Center on behalf of the Bookstore.

Printed name

Date:

Signature



Bibliographic Information

Book/Journal Title _____

Chapter/Article Name _____ Out of print? Yes ____ No ____

Author/Editor/Translator _____ Date of Publication _____

Publisher/Copyright Owner _____ ISBN _____

Volume and Number _____ Pages From _____ To _____

Original Source (if from an anthology)

Title _____

Author _____ Publisher _____ Copyright year _____

Book/Journal Title _____

Chapter/Article Name _____ Out of print? Yes ____ No ____

Author/Editor/Translator _____ Date of Publication _____

Publisher/Copyright Owner _____ ISBN _____

Volume and Number _____ Pages From _____ To _____

Original Source (if from an anthology)

Title _____

Author _____ Publisher _____ Copyright year _____

Book/Journal Title _____

Chapter/Article Name _____ Out of print? Yes ____ No ____

Author/Editor/Translator _____ Date of Publication _____

Publisher/Copyright Owner _____ ISBN _____

Volume and Number _____ Pages From _____ To _____

Original Source (if from an anthology)

Title _____

Author _____ Publisher _____ Copyright year _____

Book/Journal Title _____

Chapter/Article Name _____ Out of print? Yes ____ No ____

Author/Editor/Translator _____ Date of Publication _____

Publisher/Copyright Owner _____ ISBN _____

Volume and Number _____ Pages From _____ To _____

Original Source (if from an anthology)

Title _____

Author _____ Publisher _____ Copyright year _____