

Clark College Bookstore Course Pack Adoption Form



Course pack due dates: Fall - Friday of 6th week of Spring Quarter
Winter - Friday of 6th week of Fall Quarter
Spring - Friday of 5th week of Winter Quarter
Summer - Friday of 5th week of Spring Quarter

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Course pack title:

Department:

Course:

Item no.:

Check here if course pack is optional

Term: Fall Spring Summer Winter

Year:

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New Course Pack

Reprint, No Changes

Changed – *(Minor changes were made since previous printing. The bookstore will make a reasonable attempt to salvage unsold course packs. Please list your edits below, or send them via e-mail to Marti Earhart at meahart@clark.edu)*

Edits:

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PRINTING INSTRUCTIONS

Printing Quantity: Quantity of Student Copies Needed:

Quantity of Desk Copies Needed:

Cover stock: White Cardstock (*default color*) No Cover Colored Cardstock (*color*)

Text stock: White 20# Recycled Other: (*please specify*)

Printing specs: One-sided Two-sided Dividers Tabs Numbered

Bindery: 3-Hole Punch Large Envelope w/Label Spiral Binding Plastic Comb Binding

Stapled (*upper left*) Thermal Binding (*up to 125 sheets*) Padded (*w/chipboard backing & gum top*)

Other:

Billing: Charge desk copies to budget no.:

Delivery Deliver desk copies to: Name:

Mail Stop #:

Special Instructions:

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COPYRIGHT PERMISSION

1 – This course pack contains material created solely by me and/or my department and does not require copyright permissions.

2 – This course pack contains material not created by me or my department. **Copyright permission is required.**

If Copyright permission is required please check one of the two boxes below:

2a – I have obtained permission from the copyright holder(s) to make multiple copies of the submitted materials for resale to the students for the term indicated.

2b – Copyright permission has not been obtained. I will furnish the Clark College Bookstore Copyright Coordinator with a complete bibliography for each source I am using in this course pack. (*Anthologies cannot be listed as a source, only original works.*)

Authorized Signature _____ Date _____

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CONTACT INFORMATION

Contact name:

Phone: () -

E-mail:

Questions or comments, please contact Marti Earhart, the Clark College Course Pack Coordinator at (360)992-2261

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