

Clark College Bookstore Penguin Pack Request



Basic Info

Name:	Email:	Phone:
Desk copies qty:	Mailstop: <i>(only if ordering desk copy/copies)</i>	Budget no: <i>(only if ordering desk copy/copies)</i>

Department:	Course:	Academic Year:
☐ SPRING Section(s):	☐ SUMMER Section(s):	☐ FALL Section(s):
☐ WINTER Section(s):		
<i>To ensure your pack will be available to students by the start of class, please submit your request by:</i> Spring - Friday of 5th week of Winter Quarter Summer - Friday of 5th week of Spring Quarter Fall - Friday of 9th week of Spring Quarter Winter - Friday of 6th week of Fall Quarter		

Penguin Pack Title:	
Is Penguin Pack optional? ☐ Yes ☐ No	Is this an OER? (<i>Open Educational Resource, readily available on Canvas or an external website?</i>) ☐ Yes ☐ No

New / Reprint / Revision

☐ New	If possible, submit an original copy of your Penguin Pack with your request. Otherwise, please provide an estimated date of arrival:
☐ Reprint	No changes, skip "Printing Instructions" section below and go to "Copyright" on page 2
☐ Revision	If you have a small update to your pack, we can try to update any remaining stock of the older version. This works best on unbound packs in envelopes, and packs stapled in one corner.
Page numbers with revisions:	

Leave blank, for bookstore use ->

SKU:

Printing Instructions *(skip if reprint)*

Color printing:	☐ Black & white (<i>default</i>)	☐ Color
Sides printed:	☐ One-Sided	☐ Two-Sided
Paper stock:	☐ White 20# (<i>default</i>)	☐ Colored paper: ☐ Other (specify):
Cover:	☐ White Cardstock (<i>default</i>)	☐ Colored cardstock: ☐ No Cover
<i>You may include your own cover file; otherwise, we will use our default Penguin Pack design.</i>		
Bindery:	☐ 3 hole punch ☐ Coil binding (<i>aka spiral</i>)	☐ Large Envelope w/ Label ☐ Plastic comb binding
Other:	☐ Tabs	☐ Numbered pages
Additional printing instructions:		

Copyright Information *(required, even if reprint)*

- ☐ 1 - Copyright **permission is not** required, because one or more of the following applies:
- The entire contents of the Penguin Pack were created by me or others in my department.
 - Contents are specified as public domain.
 - Contents are copied from government documents.
 - Contents were obtained from materials published over 70 years past the death of the author.

OR

- ☐ 2 - Copyright permission **is** required, and (check one):
- ☐ 2a - I have obtained permission from copyright holder(s) to make multiple copies for resale to students for the term indicated.
- ☐ 2b - Copyright permission has not been obtained. I will furnish the Clark College Bookstore with a complete bibliography for each source I am using in this Penguin Pack. (Anthologies cannot be listed as a source; only original works.)

Use "Save As" to save a completed copy of this form to your computer. You can email it to the Textbook Department at textrequests@clark.edu, or print and send via inter-campus mail to GHL 124D.

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Questions or comments? Please contact the Textbook Department at (360) 992-2617 or textrequests@clark.edu