

UC Davis Policy and Procedure Manual

Chapter 210, Instruction

Section 80, Sales of Instructional Materials

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Responsible Department: Repro Graphics

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I. Purpose

This section outlines policy and procedures regarding the production, reproduction, and sale of printed media such as course readers, syllabi, and other supplemental instructional materials for use within the University.

II. Policy

- A. Departments and individual faculty members shall not engage in direct sales of instructional materials.
- B. Instructional materials shall be provided to students in one of the following ways:
 - 1. They may be produced at departmental expense, either by Repro Graphics/Quick Copy or on departmental copying equipment, and provided to students free of charge.
 - 2. They may be produced at UCD Bookstore expense (by Repro Graphics/Quick Copy or by a UCD Bookstore-approved custom publisher) and made available for sale at the UCD Bookstore.
 - 3. They may be produced and sold directly to students by local (non-University) copy shops.
- C. Copyright clearance is documented and assured for all instructional materials produced by Repro Graphics/Quick Copy.
- D. The faculty member shall assure that the reproduction of copyrighted material is in compliance with the requirements of Federal law and University policy (refer to Section 210-72). Departments may contact the Technology Transfer Center at copyright@ucdavis.edu for clarification of requirements, or Repro Graphics/Quick Copy for assistance in the procurement of copyright permissions. Failure to obtain copyright permissions could result in court-imposed infringement fine.

III. Procedures

- A. Repro Graphics/UCD Bookstore
 - 1. To place an order for the reproduction of instructional materials with Repro Graphics/Quick Copy, the department will:
 - a. Complete and forward an order form to Repro Graphics/Quick Copy. Allow at least 45 days lead time for copyright clearance, if required.
 - b. Provide class enrollment estimates to assist in determining the quantity of instructional materials to be produced. Also provide any information that may affect enrollment estimates or the quantity of instructional materials needed; for example,

a new class or instructor, new emphasis on material, or special efforts by the department to increase enrollment.

- c. Assure that the "due date" on the order form is at least two days before the order must be available for purchase.
2. The UCD Bookstore shall determine the quantity of instructional materials produced based on historical records of past sales and information provided by the department, and for funding the costs of production at Repro Graphics/Quick Copy.

B. Outside vendors

To place an order for the duplication of instructional materials with an outside vendor:

1. Ensure that the vendor obtains copyright clearance, if required. It is the faculty member's responsibility to ensure that the notification page regarding copyright clearance is contained in the instructional materials.
2. Follow University purchasing policy as outlined in [Sections 350-21](#) and [350-25](#).

IV. Further Information

- A. Repro Graphics/Quick Copy contact information and forms are available at <http://reprographics.ucdavis.edu/>.
- B. UCD Bookstore contact information and forms are available at <http://bookstore.ucdavis.edu>.
- C. Additional information on copyright issues may be obtained by emailing copyright@ucdavis.edu, by visiting the Office of Research Web site at <http://research.ucdavis.edu/> and/or by visiting the UC Office of the President at <http://www.universityofcalifornia.edu/copyright>.