

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 UC Davis Repro Graphics or on departmental copying equipment, and provided to students free of charge.
 - 2. They may be produced at UC Davis Stores expense (by UC Davis Repro Graphics or by a UC Davis Stores-approved custom publisher) and made available for sale at the UC Davis Stores.
 - 3. They may be produced and sold directly to students by local (non-University) copy shops.
- C. 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 250-01](#)).
 - 1. Copyright clearance is obtained, documented and assured, when necessary, for all instructional materials produced by UC Davis Repro Graphics.
 - 2. Off campus printers and copy shops do not usually provide copyright clearance service. The faculty member or department may obtain these permissions on their own or hire a service provider such as UC Davis Repro Graphics to secure them on their behalf.
 - 3. Failure to obtain permission from the copyright owner could result in fines which may be the responsibility of the instructor.

III. Procedures

- A. UC Davis Repro Graphics/UC Davis Stores
 - 1. To place an order for the reproduction of instructional materials with UC Davis Repro Graphics, the department will:
 - a. Complete and forward an order form to UC Davis Repro Graphics. Allow at least 45 days lead time for copyright clearance, if required.

If copyright clearance is not required, include a completed copy of "Certification Regarding Instructional Use of Copyright-Protected Material University of California, Davis" indicating "fair use". (<http://manuals.ucdavis.edu/PPM/250/250-03c.pdf>)

- 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 UC Davis Stores 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 UC Davis Repro Graphics.

B. Outside vendors

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

1. Obtain required copyright licenses. 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. UC Davis Repro Graphics contact information and forms are available at <http://reprographics.ucdavis.edu/>.
- B. UC Davis Stores contact information and forms are available at <http://ucdavisstores.com/home>.
- 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>.