

# North Dakota State University

## Policy Manual

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### SECTION 340.1 COURSEPACKS

SOURCE: Faculty Senate Policy  
SBHE Policy Manual, Section 609  
N.D.C.C. Section 15-10-13.1

1. The reproduction of coursepacks can present significant copyright issues and infringement liability risks. To reduce those risks, faculty should follow the following procedure when arranging for duplication and dissemination/sale of coursepacks.
2. "Coursepacks" means hardcopy or transportable electronic (diskette) materials or devices used as supplements to, or integral components of, courses and sold or distributed to students.
3. Before coursepacks are reproduced, faculty should obtain copyright clearance directly from copyright owners or by obtaining the appropriate copyright permissions through the NDSU Bookstore. In some instances, this clearance may involve royalty or other fee payments which will have to be factored into the cost of the coursepack. Faculty should allow sufficient time to obtain the proper clearances before the start of classes.
4. Coursepacks, if sold to students, should be sold through the NDSU Bookstore and not directly by faculty/departments in the classroom. The resale price placed on coursepacks will be the amount necessary to cover costs. There will be no additional profit made from the sale of the coursepacks.
5. Faculty should also obtain the necessary clearances when such materials may be placed directly online in the form of an electronic coursepack.

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HISTORY:  
New March 2, 2001  
Amended October 2007