Colby Custom Publishing

A Service of The Colby Bookstore and Eustis Service Center

Custom Publishing Order Form

(please fill out one form per course packet)

- Produce the Original—The most important feature of a good original is clean, crisp type. We will clean-up other parts of the original using our Document Prep Service. Please Note: Copies *will not* be returned to you, but document prepped masters will be kept on file for future reference.

- Complete the following section:

Course Dept & Number: _____ Semester:_____
(Permission to copy is granted for one semester only)

Course Name: _____ Campus Phone: _____

Instructor: _____ Home Phone:*_____

Home Address:* _____ E-Mail: _____
_____

Course Packet is: ❒ Required ❒ Optional

Pages Printed: ❒ Double Sided ❒ Single Sided

Binding: ❒ Thermal Tape ❒ Stapled ❒ 3 Ring Binder ❒ Punched Only

Packet is Needed: ❒ First Day of Class ❒ _____ Week of Class ❒ Other _____

Other Information:*

*If you will be away, please tell us where you can be reached.

- Please complete the Bibliography on the back of this order form, or attach your own bibliography. Extra forms are included if needed. Please include a copy of the copyright page for each source.

- We will produce one desk copy for you at no charge.

- Because the permission process takes time, please return completed form, bibliography, and originals by *the due date* to:

The Colby Bookstore
ATTN: Custom Publishing
5400 Mayflower Hill
Waterville ME 04901-8854

- Questions to Barb Shutt, Book Division Manager, or Judy Balbo, Textbook Coordinator, 207-872-3337.

Copyright © 1998 Colby AdServ, Waterville, ME 04901

Colby Custom Publishing

A Service of The Colby Bookstore and Eustis Service Center

With current custom published materials usage of more than 400,000 pages per year, Colby is a leader in small college custom publishing — and we only get better!

Our Mission

Colby Custom Publishing is an AdServ project, bringing together services from the Eustis Service Center and the Colby Bookstore. Its primary purpose is to produce, in conjunction with faculty members, customized and better course materials, eliminating the need for multiple textbooks, thus reducing overall textbook costs for Colby students.

COLBY AdServ

Playing it by the Rules:

Articles and books are intellectual property. That deserves respect and the authors deserve fair compensation for the reproduction and use of their works. That's why Colby Custom Publishing makes it easy for you to get copyright permission. It's easy because we do it for you.

We contact the publishers for permission, and calculate, collect and pay the proper royalties. The process can take time, so please meet the due date.

If you would like to learn more about Colby Custom Publishing, call Barb Shutt or Judy Balbo at the Colby Bookstore, extension 3337.

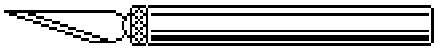
Computerized Permissions

Our computerized copyright permission clearance system CLARENCE ™ tracks your custom text throughout the publishing process. Automated FAXes direct to copyright holders save time and money, making your custom materials overall the best value possible.

Document Prep Service

Document Prep Service is provided free of charge for all Colby Custom Publishing materials. Please provide copy with the cleanest, crispest print you can obtain.

We can straighten, cleanup black edges, and provide other services that help your customized material look professional.



Guaranteed Delivery

By coordinating the entire process within the AdServ Department, we can assure that your customized material will be ready on the first day that you need it (providing your information is ready prior to the adoption deadline).

If we don't live up to our guarantee, your students are given the material *FREE* (does not apply to equipment failure, publisher response time, or enrollment changes).

Copyright © 1994 Colby AdServ, Waterville, ME 04901

Custom Publishing Bibliography

(Please list sources in the order they should appear in the finished coursepak)

Page: 1

Copyright Holder	Book/Journal Title	Chapter/Article Title	Author	Journal Vol/Issue OR Book Publisher	Page #'s	© Year	Used Before? (Y/N)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

** Publishers will frequently deny permission for more than 10% of a book currently in print

Custom Publishing Bibliography

(Please list sources in the order they should appear in the finished coursepak)

Copyright Holder	Book/Journal Title	Chapter/Article Title	Author	Journal Vol/Issue OR Book Publisher	Page #'s	© Year	Used Before? (Y/N)
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

** Publishers will frequently deny permission for more than 10% of a book currently in print

Custom Publishing Bibliography

(Please list sources in the order they should appear in the finished coursepak)

Copyright Holder	Book/Journal Title	Chapter/Article Title	Author	Journal Vol/Issue OR Book Publisher	Page #'s	© Year	Used Before? (Y/N)
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							

** Publishers will frequently deny permission for more than 10% of a book currently in print