

Deadlines for receipt of form by Bookstore:

- Fall Semester..... April 8
- Spring Semester..... October 1
- Summer Session..... February 21



Bookstore
University of South Alabama
460-7011

COURSE PACK REQUEST FORM

The faculty member is requested to meet with the Textbook Manager in the Bookstore to discuss the best way to produce the material.

Semester _____ Department _____ Faculty Name _____

Course Pack Title _____ Course # _____ Section # _____

of copies per original _____ Required _____ Recommended _____

Used Before _____ New _____ Will be used again _____ semester

Department Secretary _____ Dept. telephone _____ Dept. address _____

Does the material have any copyrighted components? _____
(If copyrighted release has already been obtained, attach copy of release)

- 3 hole drill punch and bind new addition attached on file at bookstore
- If material includes any copyrighted component(s), provide the information below for each copyrighted source

Source 1 ISBN/ISSN: _____ ■ Auth/Ed/Trans of Book: _____
 ■ Publisher/Rightsholder: _____
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 Author of Article: _____ ■ Total # of Pgs: _____ From: ___ To: ___
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Source 2 ISBN/ISSN: _____ ■ Auth/Ed/Trans of Book: _____
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Signature(s) _____
Faculty Member

_____ Date

_____ Chair

_____ Date