Submitting a Clearance Request (Coursepacks)

Coursepacks are compilations of excerpts from books and periodicals and can include content from online sources as well as content that has been created by faculty members.

Follow the steps below to submit a clearance request to have your Coursepack screened and produced:

1. From the home page, click on New Clearance Request.

![New Clearance Request](image)

2. Provide basic Details about your Coursepack request.

![Copyright Management](image)

3. Provide Reference information about your Coursepack request.

![Copyright Management](image)
4. Select the Course(s) that your Coursepack will be used for.

Copyright Management
Clearance Request: Select Courses

Select the course(s) for which you intend to use the coursepack. Courses will pre-populate based on those you’re registered to teach.

You can also search for your course(s) by course name, title, term, etc.

Click Next to proceed to the next step.

5. Upload the files(s) that contain the content you want included in your Coursepack.

Copyright Management
Clearance Request: Excerpts

Click Choose File and select the file(s) from your computer that contain content you want included in your coursepack. You can add multiple files.

Click Add to upload the file(s) to the system. Added files will appear in the File box.

Click Next to proceed to the next step.

You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the filled tile on the home page.
6. Review the summary of your Coursepack request.

You can review the status of your Coursepack by accessing the pending and approved tiles from the Copyright Management System’s home page.

This submission process replaces LFACS, the system previously used for the Coursepack production process. Copyright Services Staff will review the content you submitted for inclusion in your Coursepack and will log it on your behalf. Permission will be sought for content that does not adhere to the College’s Fair Dealing Guidelines (Addendum Standard 1 of Policy A204). Once cleared, your Coursepack will be assembled by Copyright Services Staff and sent to the Bookstore which will assign your Coursepack an ISBN and order printed copies from Reprographics.

If you have any questions or need assistance, please contact the Copyright Services Office:

Meaghan Shannon, Copyright Services Officer
519.452.4430 x4346
m_shannon2@fanshawec.ca