

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

2. Provide basic Details about your Coursepack request.



Copyright Management

Welcome Meaghan Shannon [Logout](#)

Clearance Request: Details

details > reference > courses > excerpts > review

Clearance Request Title:

Email Address:

Source Type:

Give your request a title. This can be anything you decide: Reading Package for ENGL1002, Assorted Handouts, HUMA3004 Coursepack, etc.

Select your preferred email address from the drop-down menu: @fanshawec.ca or @fanshaweonline.ca

Select **Coursepack** from the drop-down menu.

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 filed tile on the home page.

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Click **Next** to proceed to the next step.

For assistance using the system contact: phone: 519.452.4430 x4346 email: copyright@fanshawec.ca

3. Provide Reference information about your Coursepack request.



Copyright Management

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Clearance Request: Reference

details > **reference** > courses > excerpts > review

Bibliography: Upload

Cover Sheet (Optional): Upload

Notes (i.e. printing instructions):

Upload a list of content (chapters, articles, excerpts, etc.) that your coursepack includes. The title of each piece of content as well as information about its source should be provided.

Upload a cover sheet for your coursepack that includes the course code, course name, term, and instructor's name. A copyright statement will be added to the cover sheet when the coursepack has been cleared.

Include any specific printing instructions for your coursepack such as double-sided pages, coil binding, etc.

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4. Select the Course(s) that your Coursepack will be used for.



Clearance Request: Select Courses

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Course Excerpts Will Be Used In:

Course Name	Title	Term	Start			Number Of Students
<input type="checkbox"/> ACCT-1004-01	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-03	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-05	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	BMG - Business & Technology	6
<input type="checkbox"/> ACCT-1004-05	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-06	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2024	BMG - Business & Technology	1
<input type="checkbox"/> ACCT-1004-07	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	BMG - Business & Technology	9
<input type="checkbox"/> ACCT-1004-08	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	BMG - Business & Technology	7
<input type="checkbox"/> ACCT-1004-14	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-15	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-50	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0

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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.

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 **filed** tile on the home page.

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Click **Next** to proceed to the next step.

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email: copyright@fanshawec.ca

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



Clearance Request: Excerpts

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Add Excerpt

File:
 No file chosen

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.

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 **filed** tile on the home page.

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Click **Next** to proceed to the next step.

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email: copyright@fanshawec.ca

6. Review the summary of your Coursepack request.



Clearance Request: Review

[details](#) > [reference](#) > [courses](#) > [excerpts](#) > [review](#)



Details

- Clearance Request Title: coursepack example
- Email: m_shannon2@fanshawec.ca
- Reference Type:

Courses

- ACCT-1004-01

Reference

- Bibliography Document: DOC100913-10092013094717.pdf
- Cover Sheet: DOC100913-10092013123659.pdf
- Notes:

Excerpts

- DOC090313-09032013094212.pdf
- DOC101713-10172013104126.pdf
- DOC111813-11182013104257.pdf
- DOC111413-11142013120753.pdf
- DOC102213-10222013154730.pdf

blue cardstock cover
double sided printing
numbered pages

[Previous](#) [Submit](#)

Review the summary of your coursepack request and click **Submit** to submit your request to the system or click **Previous** to go back and edit. You will receive an email confirming the successful submission of your request.

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 **filed** tile on the home page.

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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