

# Course Reader Submission Form



Course Information
SCHOOL
SEMESTER
COURSE NUMBER
SECTION NUMBER
APPROXIMATE PRE-ENROLLMENT
DATE COURSE BEGINS
READER DUE ON (if different than date course begins)
TITLE (as it should appear on cover)
IF CONTENT PREVIOUSLY USED, SPECIFY SEMESTER

Date Submitted

Instructor Information
INSTRUCTOR NAME
OFFICE ADDRESS
OFFICE CITY, STATE, ZIP
OFFICE PHONE
MOBILE PHONE
E-MAIL
NUMBER OF INSTRUCTOR COPIES NEEDED
DELIVER ORIGINALS AND INSTRUCTOR COPIES TO
CONTACT NAME (if different than instructor)
CONTACT PHONE
CONTACT E-MAIL
CONTACT ADDRESS
CONTACT CITY, STATE, ZIP

Special Instructions

Copyright Information Checklist
I am providing: <input type="checkbox"/> a syllabus                      or <input type="checkbox"/> a reading list
The instructor must provide all original materials. Copy Central and CopyMat do not obtain materials. Originals may be supplied in any form: books, journals, copies, or files.

## How To Build Your Course Reader

Choose one of the following:

- 1 Send us the original books and journals, using post-it notes to tell us which pages to include. We will pickup these materials from you free of charge.
- 2 Send us copies of just the pages you wish to use.
- 3 Give us a Reading List with the following information for each article prior to submitting the original books and journals:
  - Article Title
  - Article Author
  - Book or Journal Title
  - Book Author/Editor
  - Journal Issue Number
  - Publisher
  - Which Pages (specify by page number)
  - Publication Date
  - Order of Appearance in Reader
  - ISBN (if known)

## SUBMIT FORM

SUBMIT THIS FORM via EMAIL TO:

[readers@copycentral.com](mailto:readers@copycentral.com)

2411 Telegraph Avenue  
Berkeley, CA 94704

(510) 848-8649

Call or email to schedule your  
**FREE PICKUP & DELIVERY**  
of your course materials