GTA Orientation

September 2014

General Office Procedures and Employee Information

School of Writing, Literature, and Film
School of Writing, Literature, and Film
238 Moreland Hall
Corvallis, OR 97331
541-737-3244
swlf.mainoffice@oregonstate.edu

Hours: M-F 8:00-12:00, 1:00-5:00

Felicia Phillips
Office Manager
240C Moreland Hall
541-737-1667
felicia.phillips@oregonstate.edu

Human Resources/Payroll
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Jennifer Eaton
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238 Moreland Hall
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GTA Scheduling
GTA Office Assignments
MA/MFA Graduate Program Support

Amelie Stoyer
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238 Moreland Hall
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TEACHING

Class Lists
To obtain a roster of your students at the start of each term:
1. From the OSU home page, select Online Services from the top menu.
2. Click on Online Services Login.
3. Log in with your OSU ID and password.
4. When you get to your “Welcome” page with your name, select Faculty & Advisors.
5. On the “Faculty & Advisors” page, select Summary Class List.
6. Select the term you want and click submit.
7. Select the CRN you want for the particular course.
8. Select “Download” to export a class list file which can be saved as an Excel file.

Add/Drop
If there are available spots in your class, students are able add/drop themselves during the first week of classes. Do not allow students who are not registered in your class to attend class while they wait for a drop. They should keep trying to register or get on the waitlist.

Students who add after the first day of class (i.e. late adds during Week 1) should not be marked absent for the days that they missed your class prior to the day that they officially registered for the course. For example, if a student registers for your course on the Thursday of Week 1 and she comes to class on Friday, she should not be marked absent for Monday and Wednesday of that week, as she was not yet enrolled in the class. Registration goes until midnight of Sunday in Week 1, making it possible for a student to appear on your roster in Week 2 and not be counted absent even though missing the entire Week 1.

Instructors should not sign any form related to student registration. Only the School’s Main Office, Moreland 238, can give approval for closed classes.

Wait List
In the first week of classes students have the option to register for the wait list of sections that are full. When an opening becomes available, they will receive an email (sent to their ONID account) directing them to return to registration and enroll in the course within the designated 24 hour window. Students cannot attend your class if they are still on the wait list.

Second Week Registration
Second week adds are not allowed for WR 121 classes. Students who come to you in Week 2 with a “Second Week Registration Late Add Form” may be told that it is School policy that there are no late adds. Please refer them to the Main Office or Writing Program administrators if they have further questions.
Class Cancellations/Changes in Location

Class Cancellations
Classes may be cancelled only in the event of an emergency. The Main Office must be notified in advance of all class cancellations or changes in location (i.e. conferences, library days, etc.) and a reason must be provided for the cancellation. To cancel a class, please follow these steps:

- Notify the Main Office. First try phoning (541) 737-3244. If no one is available, please email swlf.mainoffice@oregonstate.edu. The office will make arrangements to have a notice posted on the classroom door.
- Notify your students via email through Blackboard. Post an announcement that generates an email so that students who check their Blackboard can see it and there is a permanent record.
- Send an email to Tim Jensen and Sara Jameson explaining the situation.

Substitutes
The office and Writing Program administrators must also be notified in the event you have a substitute teaching. It is your responsibility to find a substitute to at least meet with your class to collect assignments, take roll, and provide information. A “sub bank” list of substitutes is organized each quarter by Sara Jameson and distributed to all GTAs.

Office Hours: Cancellations and Changes
If you need to cancel your office hours, change the location, or change the time, please notify the Main Office by phone or email so that they can place a notice on your door.

Class Location
Occasionally a class location is changed before the start of term. Be sure to check the online catalog to verify your classroom a day or two before class starts. If the room has changed, please send your students an email notifying them. Also please let the Main Office know so that a sign can be placed on the former room for anyone who did not yet read their email.

Audio/Visual Equipment
Each Moreland classroom is equipped with a technology teaching station, which includes a computer, document camera, and DVD player.

The Main Office has Audio/Visual equipment for classroom use in other buildings that can be reserved. When you take equipment out of Moreland, make sure it is protected from the rain when in route. If for some reason you are unable to return the equipment to the office before 5 p.m., you must make sure that the equipment is locked up in your office for the evening and notify the Main Office at (541) 737-3244.

Available equipment:
- Logitech USB Headsets (2)
- Portable Teaching Kits: Dell laptop with projector (2)
- Document Camera (compatible with technology room w/out a doc cam) (2)
- CD Player/Stereo (2)
- Digital Video Camera
- Slide Projector (1)
If the equipment you need is unavailable through the Main Office, additional equipment may be available for your use through the Valley Library 4th floor receptionist at (541) 737-3411. They require 24-hour advance notice for delivery and pickup; otherwise you will need to pick it up yourself. There shouldn’t be any charges for classroom use of equipment. If Media Services tells you there will be a charge, you will need to obtain school approval before the order is placed.

Grading Procedures

Final Grade Submission
Grading for all classes is done on the Web beginning finals week. See ATTACHMENT C for instructions.

Grade & Attendance Backups
In the first term of your teaching, grade and attendance backups are due by noon on the Friday of finals week. The Director of Writing must approve your backups before you submit final grades via the web. More information on submitting backups will be made available on the WR 121 Instructor Resources Blackboard site.

In subsequent quarters you will receive an email from the Main Office alerting you to the due date for backups.

Preliminary Senior Grades
In about the middle of spring term, you will receive a grade roster for any graduating seniors you might have in your classes. Enter the grade earned to that point. This is not a permanent grade and may be changed. No backup is needed with this grade roster. Seniors will be unable to graduate if no preliminary grade is submitted.

Incomplete Grade and Change of Grade
An “I” (Incomplete) grade may not to be given by GTAs in any class. If you have questions concerning a student requesting an Incomplete, please contact the Director of Writing to discuss the matter.

Student Papers: Returning, Storing, Pulping

Returning Papers
Hard copy papers should be returned to students during class time or during office hours. If this is not possible, ask students to provide a self-addressed, postage-paid envelope to mail it to them. Papers collected via Blackboard should be reposted into Blackboard grade center in order to create a FERPA-approved archive. This also helps in situations where there are questions of whether work was submitted and when.

*Student papers are never to be left in a mailbox or hall for pick up.* A student paper with their name and grade on the paper is considered “disclosure” and is strictly prohibited by law. If papers are found in the hall, they will be brought into the Main Office.

Storing Papers
The university requires all instructors to save all uncollected papers for one year, in case of grade inquiries. Please package them neatly, for example, in a plastic bag and label them with your name, class, term and year. Archive boxes labeled by term will be available in the Moreland 120 storage closet where all student papers can be stored.
Pulping Papers
After one year, any unclaimed papers must be placed in the large, green, locked secure pulping bin. You can turn these papers into the Main Office for pulping. Do not put any student papers in your green office recycling containers, or into the yellow recycling bags, or into the trash.

Photocopying
If you need to make copies of course-related materials, you may either make a copy request in the Main Office or you can do it yourself using the copy machine located in Moreland 202. Each term you will be allowed to make a maximum of 1000 copies per course you teach. This includes copies made at the photocopier and anything you print directly from your office computer. In an effort to save resources, we ask that you please try to limit photocopying as much as possible.

Do-It-Yourself Photocopies
In Moreland 202 there is a copy machine that you can use to make your own copies. You will receive a personal copy code from the Main Office. This code allows you to login to the copy machine. Do not share your copy code with anyone else. The copy machine should only be used for printing materials for the courses you are teaching. Personal copies may be made at The Valley Library.

Office Photocopies
You will find copy request forms on the front counter in the Main Office. An example of the form is in ATTACHMENT B. Please fill in the information as requested, and be sure to count your originals and include the date needed (not ASAP). After completion, put the form in the “IN” box on the counter. There is 24 hour minimum turnaround time for copying, so make sure to put in your requests early enough to ensure that you get them back on time.

The School of Writing, Literature, and Film follows University policy for copyrighted material. Because of this, we cannot make more than one copy of any copyrighted material, including magazine, internet and newspaper articles. Note: the School will not pay copyright fees. Please see ATTACHMENT D for more information.

Next to the “In” box in the front of the Main Office are four bins with blue folders labeled “Faculty Only”. The blue folders are labeled alphabetically. You’ll find one with your last name on it. This is where your copies will be placed after your copy order has been completed, unless it is a large job, in which case it will be placed on the shelves below the folders. If your job is placed on these shelves a package slip will be put in your mailbox with your name on it. Please note that these bins are for faculty- and GTA-use only and students are not allowed access to these blue folders or the package shelves. (When there is confidential material to be passed on to you, it will be placed in these blue folders rather than the outside mailboxes.)

OFFICES
Your office is for your instructional and personal use. Please be mindful of your office mates by maintaining a clean and professional atmosphere in your office. Cleaning supplies are available in the Main Office.
Please do not mar your office door or walls by using staples, nails, tape or tacks. The staff in the Main Office will provide suitable adhesives for mounting posters and pictures on the walls. Remember to *keep your office door locked when you leave*, even for short trips to other parts of the building. There have been thefts in some buildings, even when the person was out for only a couple of minutes.

**Telephones**
A telephone equipped with voicemail is provided in room 120. All occupants of the offices on the 1st floor share the phone in room 120. Basic telephone instructions are provided in ATTACHMENT A.

You should keep ATTACHMENT A close to your phone. It explains the different features and procedures for using your voice messaging system. The voicemail system can be a bit intimidating at first, so if you have any questions, someone in the Main Office can help.

**Computers**

**General Information**
Shared departmental computers are provided in room 120 for sending and receiving e-mail. Do not save or download anything from the Internet to the hard drive, and beware of strange emails, as you may be downloading a virus. Documents created for school use can be saved to a flash drive, or to your ONID drive space.

You will be able to print from the office computer to the printer in room 202. As with photocopying, this machine should be used only to print materials for the courses you are teaching. Please obtain your personal copy code from the Main Office which will allow you to print from your office computer. Do not share your copy code with anyone else.

As a student, you may use the following computer labs on campus for printing, the use of applications, as well as to access e-mail:

- Valley Library (The Information Commons)
- Milne Computing Facility
- Bexell Computer Lab
- Peavy Computer Lab

**Email**
GTAs use the webmail system on the ONID mainframe. Because faculty, staff, and students send email memos often, please check your email regularly and do your best to response promptly.

**Supply Cabinet**
There is a supply cabinet in the hall outside Moreland 240, which your office key will unlock. The School provides these supplies for your use. *Please take only what you need.* If you take the last of something, or if you notice that something is out-of-stock, do not remove the empty boxes, but tell the Main Office so that we may replenish the item.
Recycling and Trash

Recycling
The School encourages recycling. The green recycling bins located in your offices are for paper only. These bins are not emptied by the janitorial staff, however, so you will need to empty them into the yellow recycling bags located throughout Moreland Hall. A large green container is also located in the third floor break room 364. The university recycling crew comes every Tuesday morning to Moreland to pick up the recycling, so Monday is a good day to empty your bins. Please remember, all student papers must be pulped, never recycled.

Cardboard boxes can be broken down and placed in the wire bin on the south side of Moreland Hall behind the wooden fence.

Pop cans and plastic bottles can be recycled in the tall blue bins located in the main lobby or at the MU across the street. Please do not accumulate pop cans and bottles in your office.

Recycling Locations:
- Paper: hallway next to room 238, copy room 202, break room 364
- Cardboard: wire bin behind Moreland Hall (please don’t leave cardboard in the upstairs lounge)
- Plastic bottles and cans: main lobby and break room

Trash
Trash in Moreland is picked up Thursday evening for the 3rd floor, and Monday evening for the 2nd floor. Since office trashcans are not emptied daily, it is best to avoid disposing of food or smelly items in your office bins. These can be disposed of in the restroom or the break room trashcans, which are emptied daily. If your trashcan becomes full, you can place it in the hallway outside your door at any time and the janitors will empty it for you that evening.

Break Room
There is a break area in room 120B which contains a refrigerator and a microwave for your use. Your office key unlocks the door. This room is for GTA use only. Janitors do not service this room. It is your responsibility to clean up after yourself. The School has given you this convenience and entrusts the GTA community to not misuse it.

After-Hours Work Permit
Your after-hours work permit will allow you to be in Moreland Hall after 10:00 p.m. (6:00 p.m. on Fridays) and on weekends. You need to sign it and keep it with your student ID card. They are both required for you to be in the building after-hours and if security personnel question you, you’ll need to present both at the same time. It is important to note that this permit is only for your use. Please do not bring friends or family members into the building, as security will ask them to leave.
**PERSONAL**

**Pay Stubs and Checks**
Paycheck stubs (direct deposits) are available after 9am in your blue folder on the last working day of each month. Please make sure you pick up your paycheck or pay stub at that time or as soon as possible thereafter. If you receive a check, you will have to sign for it in the Main Office.

**GENERAL MAIL INSTRUCTIONS**

**Incoming Mail**

**Mail Boxes**
The School provides mailboxes for all GTAs. They are located in the lobby, just outside the Main Office door. Your mailbox will be shared by all of the GTAs in your office. Campus mail, U.S. mail, fliers and notices, and memos from the Main Office staff will be placed in these boxes. Often students may need to turn work into your mail slot, so please advise your students to make sure they put your name on any papers they turn in to your mailbox, since the mailbox is shared by others. Please be aware that the office will not accept student papers or time stamp papers.

**Inter-departmental mail**
You will receive many memos with important information from the School staff in your mailbox or your blue folder, some of which may require a response or action on your part to be completed by a certain due date (and sometimes a time deadline). It is extremely important that you take the action requested in these memos by the due date and time required. Your cooperation in this is needed and appreciated, since the office staff also has due dates (assigned by the University) and cannot meet these deadlines until the information is received from you. Your response to School memos may be returned to the office staff or may be placed in the hall mailbox labeled “Main Office.”

**Inter-office mail**
A system should be worked out and agreed upon by you and your office mates for mail pickup and distribution within your office. Post general memos and information somewhere in the office for easy access by all GTAs.

**Packages**
If you receive a package, a slip stating “You Have a Package in the Office” will be placed in your mailbox with your name on it and the package will be placed on the shelves located underneath the blue folders.

**Outgoing Campus and U.S. Mail**
Outgoing Campus and U.S. Mail will be picked up from the Main Office once each day at approximately 8:00 am. Official outgoing U.S. Mail—such as letters of recommendation for your students—should be placed in the wooden bin marked “Outgoing Mail” located on the front counter of the Main Office. The School will supply the postage.
Stamped personal mail may be left in the office for mail pickup each workday morning at 8:00 am. Personal U.S. mail may also be mailed across the street in the blue mail box. Pickup is scheduled for 3:00 pm Monday through Friday. OSU Printing and Mailing also has a US Mail box in the MU 109.
Basic Voicemail Instructions

LOGGING IN the first time
1. If you are on campus, dial 7-7111. If you are off campus dial 541-737-7111. This gets you to the voicemail menu.
2. You’ll be asked for your extension followed by the # sign. If you’re checking voicemail from your office phone you do not need to enter the extension number. If you’re calling from another phone, you’ll need to enter your 5-digit extension followed by the # sign.
3. At this point you’ll be asked for your password. To log in for the first time, press 25800 #. This is a temporary password which will allow you to get into the system, record your greeting and choose a new password.
### Popular Voice Mail Options

**LOGIN TO YOUR VOICE MAILBOX**

<table>
<thead>
<tr>
<th>From Your Phone</th>
<th>From Another OSU Phone</th>
<th>From off-campus or a cell phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dial 7-7111 or press the button on your phone for voice mail</td>
<td>1. Dial 7-7111</td>
<td>1. Dial 541-737-7111</td>
</tr>
<tr>
<td>2. Enter your PIN and press [#]</td>
<td>2. Press [*]</td>
<td>2. Enter your 5-digit extension</td>
</tr>
<tr>
<td>3. Enter your 5-digit extension</td>
<td>4. Enter your PIN and press [#]</td>
<td>3. Enter your PIN and press [#]</td>
</tr>
</tbody>
</table>

**LISTEN TO VOICE MESSAGES**

- **Voice User Interface:**
  1. Login to your voice mailbox
  2. Say "voice mail"
  3. You may now say one of the following commands:
     - "Play", "Next", "Delete", "Forward", "End", "More Options"

- **Touchtone User Interface:**
  1. Login to your voice mailbox
  2. Press [1] for the voice mail menu
  3. You may now use one of the following commands:
     - [1] = Play (Rewind/Replay)
     - [#] = Next
     - [7] = Delete
     - [6] = Forward
     - [33] = End
     - [00] = More Options
  4. Press [1][1] immediately after logging in to begin playing new voice messages

**PERSONAL OPTIONS**

1. Login to your voice mailbox
2. Say "Personal Options" or press [6]
3. To turn on your away greeting, press [1]
4. For greetings, press [2]
5. You may now use one of the following commands:
   - [1] = Set/record your personal greeting
   - [2] = Set/record your away greeting
   - [3] = Record your name
6. To switch from voice menus or touchtone, press [4]

**FORWARDING CALLS**

1. Get a dial tone on the phone to be forwarded (no need to login to voice mail).
2. **To activate forwarding**, press [*][2] followed by the 5-digit extension number to where calls will be forwarded.
3. **To deactivate forwarding**, get a dial tone on phone that was forwarded and press [#][2][2].

**SEND MESSAGES**

1. Login to your voice mailbox.
2. Press [5].
3. Use the keypad to enter a person's name or extension
4. Press [1] to begin recording a message
5. Press [#] when finished recording
6. Press [1] to accept and send the message
These forms are available in the main office. Please fill out and attach by paperclip to the originals and place in the “in box” next to the blue folders. Please be mindful of paper use and keep the number of originals to the minimum.

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**Copy/Fax Request Form**

Name: ___________________________ (First) ___________________________ (Last)

No. of Originals (Pages): ___________________________

Date: ___________________________

Copying:

☐ Single-sided

☐ Double-sided

☐ Stapled

Required For: ___________________________ (English, Writing, Other)

No. of Copies Needed: ___________________________

Date Needed: ___________________________ (Please allow 2 working days lead time)

Fax:

Name: ___________________________

Address: ___________________________

Fax #: ___________________________

Telephone #: ___________________________

Comments/Special Instructions:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
How to Enter Grades Via the Web
Final Grades - Keyed Entry

1. Log on to [OSU Online Services](http://www.osuonline.osu.edu). From the [Oregon State University homepage](http://www.osu.edu), click on “Faculty and Staff”, and then on “[Online Service Login](http://www.osuonline.osu.edu).”

   Login with your ONID username and password.

2. Select “Faculty and Advisors”, “Final Grades Menu”, then “Final Grades – Keyed Entry”.

   Click to access your grade roster and enter a grade for each student.

   Select the appropriate term from the dropdown menu, and then click “Submit.”

   The classes you are teaching will appear in a dropdown box. Select the CRN for which you want to process grades, and then click “Submit.”

   Your grade roster will be displayed in pages of twenty-five students per page. Enter a grade for each student by selecting a grade from the dropdown list in the “Grade” column. Only those grade marks valid for the section will appear as choices. You may need to scroll down to see entire list of grade options. If a grade appears for a student, the student has already been graded. Withdrawn classes (‘W’ grades), or thesis classes (‘R’ grades) are recorded (rolled) prior to the grading period and are not available for update.

   Scroll down to the bottom of the roster and click on “Submit” to input the page of grades to Banner. Choose the next record set to get to the next page if you have more than 25 students.

   Continue entering grades and submitting the pages until you are finished.

   When finished, click on “Missing grades” to see if you omitted any grades. If so, enter the grade and resubmit the page of grades.

3. **Grade Changes**

   You may change “submitted” grades prior to the Registrar’s processing (rolling) of grades into academic history. The column marked “Rolled” should display an N for No, which means the grades have not been recorded into the student’s record. You may enter a new grade on top of the old and resubmit the page of grades.

   If the “Rolled” column is marked Y for yes, you must submit your grade change by following the “Final Grades – Change Posted Grades” link from the Final Grades menu via Employee Online Services. Please provide confirmation of this change to Felicia Phillips.

4. **Tips**

   If the word “confidential” appears next to a student’s name, information is to be kept confidential.

   Click on a student’s name to view the student’s address(es) and phone(s).

   There is a 25-minute time limit per page.

   **Click on “Missing Grades” to see if you have omitted any grades.**
Copyright Information

The University has an “Umbrella” policy regarding copyrighted materials for the whole university and the School requests that you adhere to these policies as you teach.

OSU Guidelines for Classroom Copying of Books and Periodicals

http://printmail.oregonstate.edu/guidelines-classroom-copying-books-and-periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 106 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying the educational purpose may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

Guidelines
I. Single Copying for Teachers
A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
   1. A chapter from a book;
   2. An article from a periodical or newspaper;
   3. A short story, short essay, or short poem, whether or not from a collective work;
   4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper
   (Remember, it’s only one copy for one time teaching use, not for your student’s use.)
II. Multiple Copies for Classroom Use
Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:
   1. The copying meets the tests of brevity and spontaneity as defined below; and,
   2. Meets the cumulative effect test as defined below; and,
   3. Each copy includes a notice of copyright

Definitions
Brevity
- Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
• Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

• "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 works in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the works found in the text thereof, may be reproduced.

Spontaneity
• The copying is at the instance and inspiration of the individual teacher.
• The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect
• The copying of the material is for only one course in the school in which the copies are made.
• Not more than one short poem, article, story, essay or two excerpts may be copies from the same author, nor more than three from the same collective work or periodical volume during one class term.
• There shall not be more than nine instances of such multiple copying for one course during one class term. [The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

III. Prohibitions as to I and II Above
Notwithstanding any of the above, the following shall be prohibited:
• Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
• There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

Copying shall not:
• Substitute for the purchase of books, publishers' reprints or periodicals.
• Be directed by higher authority;
• Be repeated with respect to the same item by the same teacher from term to term.
• No charge shall be made to the student beyond the actual cost of the photocopying.

Blackboard/Multimedia users: Digital permission rights are different and separate from print rights. Copyrighted content hosted on Blackboard must go through the copyright clearance process for each term used. This mirrors the print and packet process. This includes text or PDF articles, or any multimedia. Failure to properly clear posted material can result in fines for departments and for the University. To start the clearance process or for more information, please contact: Brian Wall 541-737-9058