

Custom Readers for your Courses

- *Handpick the material you want to give to students*
- *Simple process that can save you and your students money*

Get Started:

1) **Make Your Wish List** - Provide us with your "wish list", or citation list of materials you want in the packet. This includes, but is not limited to: journal articles, book chapters and newspaper articles.

2) **Permissions** - We will start securing all necessary permissions. Although it may vary, the average permission takes four weeks to obtain. As a general rule: the sooner we receive your "wish list", the better. Starting early allows us to find the master copies we use to create your custom reader. If we are unable to locate an item, you will be notified.

3) **Progress Updates** - During this process, we will provide updates on our progress and on all costs associated with your custom reader. Cost updates will itemize the cost of each article and royalty. Updates will also include an estimated production cost and the price your students will pay. Items can be removed or added as you see fit.

4) **Submit Your Own Material** - You can add your own material, including PowerPoint slides, homework assignments and old exams, to the packet or create a separate packet for these items. Perforated pages are also available so that students can submit assignments.

5) **Printing** - Your reader will not be printed without your authorization. We will request your printing approval when all permissions are in. Once your reader is available, a desk copy will be delivered to your mailbox or department office.



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