

Course Packet Services

The Original Course Packet Service

Our traditional packet service where we will prepare your course packet using whatever materials are provided and keep the packet on file for easy and convenient student ordering in-person or online.

Online Course Packet Printing

For those materials hosted online by instructors, TYCO will accept submissions from students in-person or online for quick and convenient printing and binding. For this service, TYCO is happy to offer special student pricing of \$.07 per page.

Course Packet Binding

For those materials that the student gets elsewhere or prints themselves, TYCO offers a wide range of binding options with same-day service always available.

Course Packet Scanning

To help you get the students the materials they need, TYCO's scanning service will take your hard-copy originals and scan them into easy and manageable files for distribution.

Custom Course Packets

We understand that every instructor is different in what they need from a course packet service. As a result, TYCO offers one-on-one consultations to discuss the various packet services available and to customize a packet service that will help you meet your academic goals while keeping your students' costs down.



Same Great Service for Faculty & Students Since 1971

- The best level of service from a family owned and operated business since 1971.
- Free pick-up & delivery for instructors.
- Convenient & safe location open 7-days per week.
- Free same-day service when available.

About TYCO & Our Commitment to Customer Service

Thank you for giving us the opportunity to help you with your course packet this semester. As a family owned and operated business with over four decades of experience, we strive to provide you with the highest level of customer service and the best possible finished product. Our friendly environment enables us to develop close relationships, allowing us to learn more about your individual needs and how best to serve them.

TYCO also understands that time is of the essence and we respect the value of your and your students' time. We have served the academic printing & copying needs of the area since 1971 and have a proven record of meeting (and often exceeding) tight deadlines without ever sacrificing the quality of the project. We always work around the clock to ensure that your students get their course packets in the most timely way possible.

We appreciate the opportunity to assist you with your course packet and invite you to call or e-mail Mike Iannuzzi, Vin Morrotti, Don Scoopo or Art Inglese at 203.777.TYCO or packets@tycocopy.com with any questions that you may have or to discuss the details of your course packet.

We thank you for giving us the opportunity to serve you.

Why Choose TYCO?

- **TYCO** is a family-owned and operated business with over four decades of experience, providing the highest level of customer care and expert advice only found in a local business.
- **TYCO** has been serving the academic printing and copying needs of area colleges and universities since 1971.
- **TYCO** is a full service printing & copying facility offering a wide range of products & services.
- **TYCO** offers free pick-up & delivery for instructors.



203.777.TYCO
TYCOPRINTING.COM

Convenient Location & Hours for Faculty & Students

TYCO is conveniently located in the heart of the Broadway district adjacent to downtown New Haven and Yale University. Our location is within walking distance from anywhere on campus and for faculty we offer a free pick-up and delivery service to make using TYCO as easy and convenient as possible.

HOURS

Monday - Thursday

8 a.m. - 7 p.m.

Friday

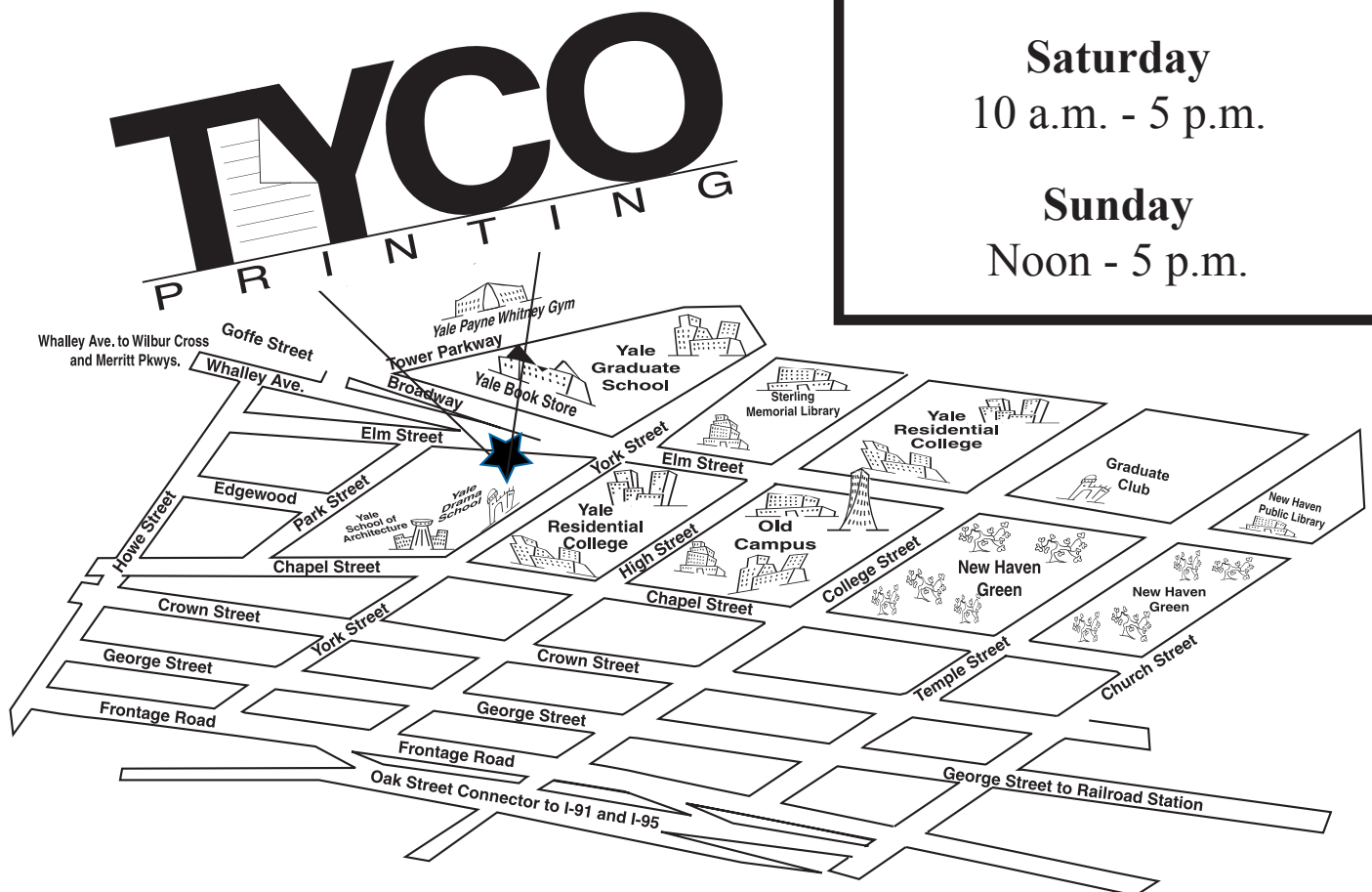
8 a.m. - 6 p.m.

Saturday

10 a.m. - 5 p.m.

Sunday

Noon - 5 p.m.



TYCO's Course Packet Service

WHY CHOOSE TYCO FOR YOUR COURSE PACKET NEEDS?

- **TYCO** has served the academic community as an owner operated business since 1971.
- **TYCO** has a knowledgeable staff that is both professional and friendly.
- **TYCO** is open 7 days a week to accommodate everyone's schedule.
- **TYCO** has a convenient, safe and accessible location for faculty and students.
- **TYCO** will work hard to provide the best service throughout the semester and will strive to accommodate all requests and honor any individual need or special circumstance that may arise.
- **TYCO** has a convenient pick-up and delivery service for instructors.
- **TYCO** has convenient online ordering for students.
- **TYCO** offers instructors a 20% discount card and students a 10% discount card that can be applied to TYCO's other products and services throughout the semester.
- **TYCO** accepts departmental charges via the PATEO system and we also offer in-house TYCO charge accounts.

HOW DOES THE STUDENT COURSE PACKET SERVICE WORK?

1. You bring the material to TYCO, or you can take advantage of our convenient pick-up and delivery service.
2. We compile your materials into a course packet at no cost to you and provide complimentary copies for you and your TA.
3. Your course packet is put on file for student ordering under your name.
4. Students can order in-person or online and then pick up the packet the following day after 8 a.m., although special arrangements will always be made if a student needs it produced sooner.
5. For larger classes, or by special arrangement with you, course packets are pre-run to enable a student to purchase the course packet and receive it immediately.

We strive to make our system as easy and efficient as possible for you and your students. We've been serving the academic community since 1971 and we welcome the opportunity to share our knowledge with you to make the process go as smoothly as possible.

Procedures for Course Packets

Please follow the procedure that pertains to your course packet use. If you have any questions, or if you need further clarification or assistance in completing the proper forms, please call us at 203.777.TYCO and ask for Mike, Vin, Don or Art.

MATERIAL THAT REQUIRES NO APPROVAL

Instructor's own writing, student's writing

1. Sign the Certificate of Compliance Form (Blue Insert Page 2)
2. State at top of form the type of material being used
3. Sign the Student Course Packet Form (Blue Insert Page 1)

Material that falls under fair use guidelines for classroom use (see pages 10-11)

1. Sign the Certificate of Compliance Form (Blue Insert Page 2)
2. Provide a Notice of Copyright for each article either as a syllabus listing all articles or as the first page of each article. Notice of copyright is title, author, copyright date, publisher, and page numbers.
3. Sign the Student Course Packet Form (Blue Insert Page 1)

MATERIAL THAT NEEDS PERMISSION FROM THE CLEARANCE CENTER

1. Fill out the Academic Permission Service Request Form (Blue Insert Page 4)
2. Sign the Certificate of Compliance Form (Blue Insert Page 2)
3. Sign the Student Course Packet Form (Blue Insert Page 1)
4. TYCO will submit the form and contact you when it is approved. This procedure usually takes 2-3 days, but there is no guarantee that the material will be approved or when it will be approved. Any fees will be added to the cost of the packet.

MATERIAL THAT HAS BEEN GIVEN PERMISSION IN ADVANCE

1. Sign the Certificate of Compliance Form (Blue Insert Page 2)
2. If you have received permission to use copyright work or the material is your own, provide us with the permission form or the letter of authorization.
3. Sign the Student Course Packet Form (Blue Insert Page 1)

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions

With Respect to 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 107 of H.R. 2233. The parties agree that the conditions determining the extent of permissible copying for educational purposes 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:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper;

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 of discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below: and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright.

Definitions

BREVITY

(i) 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.

(ii) 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, 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.)

(iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(continued on next page)

(continued from previous page)

(iv) "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 words 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 words found in the text thereof, may be reproduced.

SPONTANEITY

- (i) The copying is at the instance and inspiration of the individual teacher, and
- (ii) 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

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) 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.
- (iii) 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:

- (A) 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.
- (B) 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.
- (C) Copy shall not:
 - (a) substitute for the purchase of books, publishers' reprints or periodicals;
 - (b) be directed by higher authority;
 - (c) be repeated with respect to the same item by the same teacher from term to term;
- (D) No charge shall be made to the student beyond the actual cost of the photocopying.

Agreed March 19, 1976

*Ad Hoc Committee on Copyright Law Revision: by Sheldon Elliott Steinbach
Author-Publisher Group: Authors League of America: By Irwin Karp, Counsel
Association of American Publishers, Inc.: By Alexander C. Hoffman, Chairman, Copyright Committee*

TYCO

Date: _____

262 ELM STREET
NEW HAVEN, CONNECTICUT 06511

Counter Person _____

PHONE: (203) 777-TYCO • FAX: (203) 562-6256 • EMAIL: info@TycoPrinting.com • www.TycoPrinting.com

STUDENT COURSE PACKETS

Instructor's Name _____ Phone No. _____

Mailing Address _____

Course Title & Name _____

Approximate # in Class _____ Packet # _____

COPY INSTRUCTIONS

Use original as Master _____ Instructor's Copy: Return original as instructor copy _____

or

Make a new Master _____ Make a new instructor copy _____

Loose _____ Bound _____

Required for students _____ TA Copies How many _____

Optional for students _____ Loose _____ Bound _____

PRICE PER SET

Loose

3-Hole

Bound

SPECIAL INSTRUCTIONS: Instructor's Copy Done and Filed

By _____

Page Count

Single Sided

Double Sided

What is STUDENT COURSE PACKET SERVICE?

A service that enables instructors to organize their own course material for a class. The instructor leaves the material at TYCO for distribution to their students.

Student Course Packet Procedure:

1. Instructor leaves original at TYCO or we will pick up material at your office or department.
2. TYCO makes a master copy and returns original to instructor.
3. Master is filed under instructor's name.
4. Students come and order sets of copies from instructor's original.

All student course packets are completed as quickly as possible. (The maximum being overnight).

The above is not mandatory for all student course packets. Special instructions can be handled upon request.

I have been shown a copy of the Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions dated March 19, 1976 and Section 107 of H.R. 2233 ("Copyright Law") and I have completed a Certificate of Compliance with Paragraphs II and III of the Classroom Copying Guidelines; and to the best of my knowledge this course material is not in violation of any Copyright Law.

Instructor's Signature _____

**ALL PACKETS
WILL BE KEPT
ON FILE FOR
A PERIOD OF
ONE YEAR.**

**CERTIFICATION OF COMPLIANCE WITH
PARAGRAPHS II AND III OF
CLASSROOM COPYING GUIDELINES:**

I hereby certify that the request for copies of the work or portion or portions of such work described below is in conformity with the conditions of Paragraphs II and III of the March 19, 1976 "Agreement of Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals."

Title and author of work (if a contribution to a periodical, anthology or other collective work, set forth both the title, volume and number, and author or editor of the collective work and the title and author of the contribution).

Name _____ Faculty Position or Title _____

Name of Not-for-Profit Education Institution _____ Name/Number of Course _____

Academic Term _____

Publisher _____ Date of Publication _____

Page Numbers _____ Number of Copies _____

Date _____ Signed _____

* The language of Paragraphs II and III of the Guidelines is posted in the premises.

Instructor's Signature: _____

Instructions for Academic Permission Service Request Form

Instruction for the APS Request Form *form is located on the next page*

You must complete all items identified with a Bullet (•) or your request will not be processed. Other information is not required but may speed CCC's reply to you. Please type or print legibly.

If you submit more than four works for one course set, use another form and mark the top right-hand corner of each page with the appropriate number.

Order Header Field Information

- Start of Term: Provide the Month/Day/Year the course will begin. Incorrect dates can delay your permission response.
- Course Name: All the works you request on each form should pertain to one course.
- No. of Copies: The number of course sets you expect to sell for this course. New - you can now assign varying number of copies at the article level.
- Doc. Ref.: (Optional) Your own document reference, (example: department name) will display on invoice.
- Acct. Ref.: (Optional) Your own accounting reference, (example: PO number) will display on invoice.

Order Detail Field Information

- Pubn Year: 4 digit number of the copyright year (example: 1991)
- Your Ref. #: (Optional) Your own identifier for this detail, (example: project name) will display on invoice detail.
- No. of Copies: (Optional) Enter the number of copies at the article/detail level if they vary from article to article, otherwise, you may enter the number once in the upper right of the form.
- Date of Issue: (Optional) Month and day are required by some publishers for newspaper and magazine permissions.

Request Form: Academic Permission Service

- CCC Account #: 100-3041-808
- Organization: TYCO COPY SERVICE, INC.
- Contact: ART or MIKE
- Tel. #: (203) 562-9723
- Doc. Ref: _____
- Acct. Ref: _____

- Start of Term: _____ / _____ / _____
- Educational Institution: _____
- Course Name: _____
- Course No.: _____
- Instructor: _____
- No. of Copies: _____

Permission is requested for the following works for ONE-TERM use in educational course sets:

ISBN/ISSN: _____

- Title: _____
- Publisher: _____
- Chapter/Article: _____
- Author: _____ • Pubn Year (4 digits): _____ Volume: _____
- Edition: _____ • From: _____ • To: _____ Total No. of Pages: _____
- Your Reference#: _____ No. of Copies (If different from above): _____ Date of Issue: _____

ISBN/ISSN: _____

- Title: _____
- Publisher: _____
- Chapter/Article: _____
- Author: _____ • Pubn Year (4 digits): _____ Volume: _____
- Edition: _____ • From: _____ • To: _____ Total No. of Pages: _____
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- Your Reference#: _____ No. of Copies (If different from above): _____ Date of Issue: _____