

# FACULTY SERVICES NEWS

“CONNECTING WITH FACULTY”

SPRING 2008

## 2008 FALL SEMESTER WORK SUBMISSION DEADLINES

### **May 16, 2008**

Coursepacks and lab manuals to be sold in Text-book Express requiring copyright clearance

### **June 11, 2008**

Materials being placed on library reserve, classroom handouts, and Blackboard requiring copyright clearance

### **July 1, 2008**

All lab manuals not requiring copyright clearance

### **August 1, 2008**

Materials requiring typing, Blackboard, and document scanning services

### **August 1, 2008**

Materials requiring duplicating (syllabi, handouts, exams)

Please note that copyright clearance requests submitted after the deadline may not be granted in time for the start of the semester which will cause a delay in the production of your coursepack/lab manual. Materials submitted after the duplicating deadline will be delayed due to the high volume received. By complying with these deadlines, you have reduced stress and prevented costly overtime throughout the production process. Your cooperation is greatly appreciated.

## FACULTY SERVICES RECEIVES PRESIDENT'S AWARD

The Faculty Services department is honored to have received the President's Certificate of Excellence Award in February 2008. This certificate recognizes the department for our high standards of excellence in job performance

and customer service and satisfaction. The award commends the department for modeling stewardship, integrity, and commitment in our day to day duties.

**IMPORTANT – PLEASE READ**

Our goal is to have all coursepacks and lab manuals on the shelves in the Text-book Express for students to purchase on opening day, Wednesday, August 27, 2008. In order to achieve this goal, It is extremely important that Faculty Services receives your materials by the set deadlines.

### **Contact Information**


<b>Location:</b>	Hoffman, 1st Floor
<b>Phone:</b>	691-6023
<b>Fax:</b>	691-6040
<b>Email:</b>	facserv@messiah.edu
<b>MC Square:</b>	Home/Educators QuickLinks/Faculty Services
<b>Website:</b>	<a href="http://www.messiah.edu/offices/faculty_services">http://www.messiah.edu/offices/faculty_services</a>

### **Faculty Services Team**

- **Diane Hunsinger**  
Supervisor, Ext. 3895
- **Seleena Lindsey**  
Faculty Support Specialist  
Ext. 2250
- **Cathy Weaver**  
Digital Technician  
Ext. 3896
- **Cindi Tomes**  
Faculty Support Technician  
Ext. 2218

From left: Diane Hunsinger, Seleena Lindsey, Cathy Weaver, Cindi Tomes





**Did you know . . . you can submit a work request on line?**

Have you had the opportunity to check out the Faculty Services Channel on MC Square? Simply click as follows:

- ⇒ Home tab
- ⇒ Educator QuickLinks
- ⇒ Faculty Services

The Faculty Services Channel on MC Square is an easy way to access:

- ◆ Electronic Work Requisition Forms
- ◆ Work Submission Deadlines
- ◆ Semester Calendars
- ◆ Obtain a description of all services available in Faculty Services

### TYPING SERVICES



Do you need assistance with typing syllabi, exams, handouts, PowerPoint presentations, vita, overheads, tape transcription and letters?

Faculty Services can save you time by doing your typing for you. We also have the ability to format your typed documents into standard formats. Simply send the electronic file to


**facserv@messiah.edu**

and ***we guarantee*** to deliver a professionally typed document.

### PERSONAL WEB PAGE DESIGN

This service is available year round. If you are interested in having a web page designed, please contact a Faculty Services Representative to arrange a meeting to discuss your needs.

### DUPLICATING



Effective July 1, 2008, the fee for copying on satellite copiers is increasing to **\$.06/page**. If you bring your duplicating work to Faculty Services the price per page remains at **\$.03 per page**. This adds up to quite a savings to your department.

Contact a Faculty Services Representative at ext. 6023 for more details regarding these services.

## COPYRIGHT CLEARANCE PROCESS REVIEW

 Copyright clearance must be obtained every semester for copyrighted materials/works that are:

- ◆ Sold in a coursepack/lab manual in the Textbook Express
- ◆ Placed on library reserve
- ◆ Placed on Blackboard
- ◆ Used as classroom handouts\*\*  
\*\*first time fair use may apply

To check the Messiah College Copyright Guidelines go to:

<http://www.messiah.edu/offices/facultyservices/copyright.html>

**Procedure for Obtaining Copyright Clearance**

Complete a *Copyright Permission Request Form* available in the Faculty Services office, on the Faculty Services department website, or on MCSquare.

Information on the material you wish to include can also be submitted in a bibliographic format. Please include the following information regarding the material you will be using:

- ◆ Course name
- ◆ Course No.
- ◆ # of sets needed
- ◆ Use of material
- ◆ Book/Journal Title
- ◆ Chapter/Article Name
- ◆ Author/Editor
- ◆ Publisher
- ◆ Copyright Year
- ◆ ISBN#
- ◆ Page #'s [from-to]
- ◆ Volume #, Edition.

The more information you provide regarding the material, the more likely permission can be secured in a timely manner.

Your permission requests will be submitted to the Copyright Clearance Center or directly to the publisher of the material. This process can be instantaneous or take 8-12 weeks.

When all permissions are secured, you will be notified of the fee. After fee approval, we will begin production.

Please complete a Coursepack/Lab Manual Work Requisition form and submit hard copies of the materials you are including in your coursepack/lab manual. If Faculty Services has completed your coursepack in a previous semester, an electronic copy is available and we can make adjustments as necessary.

Please contact Diane Hunsinger, Ext. 3895, with any copyright questions.

**PLEASE JOIN HANDS WITH US AS WE "CONNECT WITH FACULTY"**



**FACULTY SERVICES: "YOUR ONE-STOP SHOP"**