APPENDIX A

Options for the use of copyrighted material for courses (paper and digital)

Option / Service	Description	How do students access?	Fee for students?	How do instructors initiate?
Course Pack / epack (paper & digitized version)	**Collection of documents** (articles, book chapters, instructor material, etc.) **compiled into a print course pack** with a digital PDF version also available (**epack**)	Via BookStop	Yes	Submit materials via Concordia Print Services. The Coursepacks Printing Order Form and course pack adoption process can be completed at the following link: https://www.concordia.ca/print/products/coursepacks/creation.html Please direct questions to coursepacks@concordia.ca. Concordia Print Services ensures copyright & COPIBEC compliance.
Library Course Reserves (E-reserves)	**Collections of documents /** (articles, book chapters, instructor material, e-books, etc.) and **links compiled into a digital reading list** for a course	Via Library website & Via Moodle course site, for which access is protected by login using the link provided by the Library Course Reserve system	No	Submit requests via Library at https://reserves. concordia.ca/. Direct questions to Library.Reserves@concordia.ca. Library ensures copyright & COPIBEC compliance.
Links directly in Moodle	**Links** to open access and copyrighted material (including Library subscribed electronic material)	Links directly in Moodle course site, for which access is protected by login	No	If links to the material are already in the Library E-reserves, instructor can post them confidently, without further copyright compliance concerns. If links are not already in the Library E-reserves, please use the Library's Course Reserve system to ensure copyright compliance; otherwise, instructor is responsible for copyright compliance.

NOTE: Files containing copyrighted material should NOT be uploaded directly to your Moodle site (e.g. the PDF of a journal article).