DEPARTMENTAL MANUALS

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The following policies apply to manuals written by a department for use only by the students of a particular Health Science Center class, department, or School and not offered for sale or use by other institutions, departments, or classes.

1. The manual may carry the names of any of the department or division members who participated in the authoring or production, but the department or division should clearly be labeled as the producer, not an individual or a group of individuals.

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3. Dates of production should be clearly written in the front of the book as “date of publication”. In cases where chapters or sections were developed at different times, separate dates for such chapters or sections may reflect this fact.

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When manuals are produced by a Health Science Center department for purchase by students, the department pays for the costs of publishing the manuals, and the manual tickets are sold through the Bookstore. The department retains the responsibility for coordinating the production of the manuals through Educational Media Resources.

1. The process of producing manuals for the next academic year must be initiated early enough to allow for determination of publication costs before student registration, since the selling price is based on actual costs. It is recommended that the
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3. The department should initiate production work with Educational Media Resources (EMR) by submitting an Office of Educational Resources Service Request Authorization to the EMR service unit(s) providing any pre-printing preparation work (i.e., multimedia, photography). When the instructional manual is ready for printing production, a Printing Services Service Request Authorization Form should be submitted to the Printing Services Unit. The Printing Services Unit will internally coordinate any processes (i.e., digital images, scans, files, offset printing, colored copying, special effects, and bookbinding) between the Copy Center and Printing Services. The department should schedule printing of manuals with Printing Services at least ten (10) workdays in advance to submitting it for production.

4. The production of most manuals requires the work of several units of Educational Media Resources, and the department must coordinate the production through the various units. As each phase of work on the manual is completed, the departmental representative responsible for coordinating its production should obtain a copy of the Office of Educational Resources Service Request Authorization, which records the charges for the work of each unit. The departmental
representative should accumulate all the unit charge statements in order to determine the total costs of the manual. Educational Media Resources will bill the department for unit charges as each phase of production is completed.

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6. The process of producing the manual and supplying the costs to the Bookstore should be completed at least one month prior to the course start date to allow sufficient time to arrive at an accurate selling price based on costs before the course begins. If production of all phases of the manual is not completed by that deadline, the department must list on the Instructional Material Request Form the actual charges for all phases that have been completed and an estimate from Educational Media Resources for the remaining charges. When requesting this estimate, the departmental representative must supply Educational Media Resources with precise specifications for the manual so that the estimate can be accurate.

7. The Bookstore will then determine the selling price of the manual based on costs of production or the estimate supplied by the department.

8. For all other Health Science Center Schools, students should be provided with the title of the manual and the name of the instructor in order to purchase a ticket at the Bookstore. Students will then present the ticket to the department to receive the manual.