

Requesting a Coursepack and the Initial Stages of Coursepack Production

There are a variety of ways to request a coursepack:

- You can fill out an online form through the Concordia Bookstore Website at: <http://web2.concordia.ca/Bookstore/faculty.courseware.html>
- You can send us an e-mail at coursepacks@concordia.ca
- You can visit our office at LB 018
- Through the university's internal mail system

Regardless of how you submit your request, please remember to also send us a Microsoft Word version of your table of contents!

You can submit your readings at our office - either photocopies, or the books themselves!

The earlier you submit your coursepack, the more time and attention we can spend on your request. This allows for higher quality products perfectly attuned to your wishes and also allows us time complete all the stages of coursepack production including the often time-consuming task of obtaining copyright permission from publishers.

When we receive your request we will send you a confirmation. If you do not receive your confirmation *within a week*, please get in contact with us to advise us.

Our staff will create the order request, and update the information in the Bookstore computer system.

We also review the material that is submitted to us to ensure that all the pages are included and that the text is legible so that we can produce the best possible product for you and your students.