



Policy/Standard Name: Use and Sale of Instructor-Authored Printed Packets

Policy/Standard Identifier: U801

Authority:

Units responsible for review and update: Academic Policies and Standards

Approval: District President

Responsibility: Vice President for Academic and Student Affairs

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Prior Versions: Yes

Use and Sale of Instructor-Authored Printed Packets

- Instructor-authored printed packets are supplemental materials sold to students. Course content guides, syllabi, and ad-hoc handouts are not considered instructor-authored printed packets.
- Instructor-authored printed packets may only be sold by the PCC Bookstore.
- To comply with [Oregon state ethics laws](http://www.oregonlegislature.gov/bills_laws/lawsstatutes/2013ors244.html) [http://www.oregonlegislature.gov/bills_laws/lawsstatutes/2013ors244.html] instructors may not profit from instructor-authored printed packets.
- Instructor-authored printed packets sold by the PCC Bookstore shall be ordered from and printed by the PCC Print Center.
- Instructor-authored printed packets must comply with copyright regulations. See [PCC copyright rules](http://www.pcc.edu/about/policy/copyright/#pcc-rules) [http://www.pcc.edu/about/policy/copyright/#pcc-rules].
- Instructors are responsible for submitting revisions for instructor-authored printed packets to the PCC Print Center and informing the PCC Bookstore.