



Custom publishing solutions for faculty.



Faculty at HARVARD UNIVERSITY can work through THE COOP and XanEdu to create the ultimate custom course materials! XanEdu provides customized CoursePacks and custom textbooks that are produced legally, efficiently and affordably.

In addition to serving the Harvard community with course materials THE COOP currently offers a 7% rebate on all member purchases and has contributed more than \$100,000 dollars to support student groups and events this year!

CoursePacks

XanEdu offers CoursePacks in traditional print, digital or digital plus print formats.

- Print— Traditionally printed CoursePack with table of contents, pagination and bibliography.
- Digital— Access Keys Packs are sold through the bookstore and contain unique codes that allow students to register and access their CoursePack online.
- Digital Plus Print— Each printed CoursePack contains an access code for online materials.

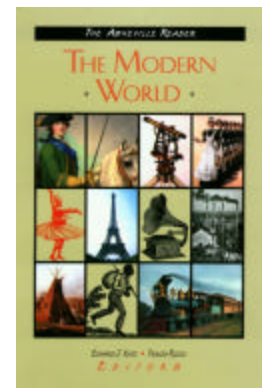


Custom Textbooks

Faculty can use XanEdu’s Copley Custom Textbooks to create a:

- Customized textbook
- Lab manual
- Anthology

Each text is professionally printed and bound and can include faculty’s own original works and copyrighted materials.



Copyright Clearance Services

- Permissions— XanEdu’s database of content includes the largest online collection of business cases and full-text access to over 6,000 publications and other resources. XanEdu leverages this database and its partnerships with leading publishers to immediately pre-approve many requests for copyright clearance. XanEdu has a 98% success rate for all other permissions, which take an average of two to four weeks. (Though the process can take up to eight weeks.)
- Protection— XanEdu guarantees all permissions are properly researched and licensed and offers 100% indemnification for faculty, bookstores and institutions.

HOW TO GET STARTED:

Contact THE COOP or your XanEdu representative:

Bob Wuesthoff
 Textbook Manager – The COOP
 Phone: 617-499-2223
 Email: textbooks@thecoop.com

Josh Phillips
 XanEdu Account Service Manager
 Phone: 800-218-5971, ext. 5246
 Fax: 888-802-5734
 Email: joshphillips@napubco.com



COURSEPACK ORDER FORM

COPYRIGHT CLEARANCE GENERALLY TAKES 2 - 4 WEEKS, BUT CAN TAKE UP TO 6 WEEKS DURING RUSH PERIODS. PLEASE SUBMIT ORDER ACCORDINGLY.

New Order Readopt Add-on Copyright Only Unknown

Institution/University <i>Harvard University</i>		Bookstore/Campus <i>The COOP</i>		Term/Semester/Year	
Date Due in Bookstore		First Day of Class	Expected Enrollment Quantity Ordered	# of Desk Copies	Purchase Order #
Course name as it will appear on CoursePack cover			Course number		
Name of instructor as it will appear on CoursePack cover Instructor email address: Instructor telephone number: ()		Name of Bookstore/Institution contact <i>Bob Wuesthoff</i> Contact email address: <i>textbooks@thecoop.com</i> Contact telephone number: <i>617-499-2198</i>			
Do you require a price approval prior to production? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Has this CoursePack been produced by XanEdu before? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, CoursePack Identifier?	
Are there any changes to previous CoursePack? If so please specify					
How do you want your CoursePack delivered to students? <input type="checkbox"/> Digital (online access only) <input type="checkbox"/> Print (packaged print copy only) <input type="checkbox"/> Digital plus Print (online access and a packaged print copy)		Print Instructions: PLEASE CHECK ALL THAT APPLY <input type="checkbox"/> 1-sided <input type="checkbox"/> As Is <input type="checkbox"/> 2-sided <input type="checkbox"/> Pagination <input type="checkbox"/> Table of Contents		Binding: <input type="checkbox"/> Comb (20-350 sheets) <input type="checkbox"/> 3-Hole & Shrink Wrap <input type="checkbox"/> Tape (10-125 sheets default binding) <input type="checkbox"/> Staple (2-50 sheets) <input type="checkbox"/> Shrink Wrap (use with Comb, Tape, Staple) We will shrink wrap <u>only</u> if this box is checked.	
Additional instructions:					
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