

# **USE AND SALE OF INSTRUCTOR-AUTHORED PRINTED PACKETS**

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- 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 [[https://www.oregonlegislature.gov/bills\\_laws/ors/ors244.html](https://www.oregonlegislature.gov/bills_laws/ors/ors244.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://guides.pcc.edu/copyright>].
- Instructors are responsible for submitting revisions for instructor-authored printed packets to the PCC Print Center and informing the PCC Bookstore.

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

Policy/Standard Identifier: U801

Authority:

Units responsible for review and update: Dean of Libraries

Approval: College President

Responsibility: Vice President for Academic Affairs and Vice President for Student Affairs

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Prior Versions: Yes