To: Deans and Directors  
From: Cliff Haka, Director, MSU Libraries  
Date: 15 June 2012  
Re: Course Materials Program

I’d like to take this opportunity to recommend the MSU Course Materials Program (CMP) to you and your faculty. Originally established as a unit of Print and Digital Communications, CMP became an official unit of the MSU Libraries in July 2011.

CMP provides faculty with excellent service on course pack production: fast turnaround, low prices, and a convenient retail location for your students at the Spartan Bookstore at MSU’s International Center.

Most important, the Course Materials staff provide reliable assessment of the copyright status of every item in the course pack bibliography, and obtain the necessary clearances—whether that’s through our direct link to the Copyright Clearance Center, or by tracking down copyright owners for lesser-known materials and negotiating with them directly.

Direct negotiations with publishers ensures the most favorable discount on copyright fees—savings we pass on to the students. In addition, CMP helps you identify materials that can be accessed for free by students through the Library’s growing e-Resource collections.

For full details, please visit the CMP website: http://lib.msu.edu/about/coursemat/. For an individual consultation, contact the Course Materials Unit at 884-6468 or coursematerials@mail.lib.msu.edu.

The MSU Libraries are committed to providing the best possible support to teaching and research at Michigan State University. If you have feedback or ideas on how we can serve you even more effectively, please let me know.

Sincerely,

Clifford Haka  
Director of Libraries  
Michigan State University
Your on-campus solution to coursepack production!

- **excellent QUALITY**
  - A well-established operation with dedicated staff
  - Coursepacks produced legally, with all copyright clearances handled for you
  - All materials archived for future use

- **fast SERVICE**
  - Direct link to the Copyright Clearance Center
  - Print partners with years of experience
  - Convenient locations
    - Office in the Main Library
    - Sales through Spartan Bookstore at the International Center, and Fee Hall Medical Bookstore
  - Rapid reprint turnaround

- **economical PRICING**
  - Cost-recovery pricing: as little as 1/3 the cost of commercial services
  - Direct negotiations with publishers to ensure the best possible discount on copyright fees—savings we pass on to your students

- Direct link to the Copyright Clearance Center
- Print partners with years of experience
- Convenient locations
  - Office in the Main Library
  - Sales through Spartan Bookstore at the International Center, and Fee Hall Medical Bookstore
- Rapid reprint turnaround
- Cost-recovery pricing: as little as 1/3 the cost of commercial services
- Direct negotiations with publishers to ensure the best possible discount on copyright fees—savings we pass on to your students

“Even when I dropped the ball and did not order my course pack in a timely way, you did what it took to get it in the bookstore such that my students did not miss a beat.”
Robert W. Nason, Eli Broad Graduate School of Management

“Thank you, too, for your expert facilitation of the copyright clearances.”
Robert B. Stephenson, Department of Physiology

For more information, visit the following:

[lib.msu.edu/about/coursemat/](http://lib.msu.edu/about/coursemat/)