
Materials Reproduction Policy

Department Policy Number:

54-003

Approved by:

Student Services Group, Council of Centre Chairs, Academic Council

Maintained By:

Student Services Group

Effective Date:

June 16, 1999

Review Date:

June 16, 2001

Related Policies

Course Materials Production Policy

Applicable Legislation

N/A

1.0 Background

Course packages at Athabasca University may contain collections of articles, lectures, performances, etc., that are reproduced by the University's Course Materials Production Department in print, audio-, video-tape, or other forms, after appropriate clearances of copyright. This policy addresses the responsibilities for monitoring and maintaining the quality of reproduced materials.



2.0 Purpose

- 2.1 To ensure that the audio and/or video quality of acquired and reproduced course materials at AU is such that it:
 - Enables appropriate use by the learner; and
 - Reflects well on the University as a leading distance education provider.
- 2.2 To delineate the responsibilities for initiating, undertaking, and approving the quality of such reproduction.

3.0 Policy

- 3.1 The primary responsible for identifying any issue related to the quality of reproduced course materials is the Director, Course Materials Production. When, in the opinion of the Director, a problem exists with any aspect of such course materials, he or she will cease production and notify the Course Coordinator and the Chair of the Coordinator's Centre.
- 3.2 Where any difference of opinion arises between those identified in 3.1 above regarding whether the problem is significant and how it may be dealt with, the issue will be referred to the Vice President, Academic for resolution.

4.0 Procedures

- 4.1 The Director, Course Materials Production will establish procedures within his or her department to monitor the quality of reproduced materials.
- 4.2 When an issue of quality in regard to such materials arises (that cannot be addressed by the normal techniques used within the Course Materials Production Department, the Director will inform the Course Coordinator, the Chair of the Coordinator's Centre and the Copyright Office. These four (or their designates) will meet to develop a strategy and costs for addressing the issue and forward that to the Vice President, Academic for approval.
- 4.3 Where a disagreement occurs over the nature, extent, or significance of the issue raised by the Director, Course Materials Production, the issue will be referred to the Vice President, Academic for resolution and action.

Approved

Academic Council Meeting #150, dated June 16, 1999