

Course Materials Office (CMO) Policies and General Information

Location. The CMO is located on the ground floor of the Belfer building opposite the elevator.

Hours of Distribution. The CMO is open Monday through Friday, 9:30 AM to 5:00 PM. The CMO will be closed for Labor Day, Columbus Day, Veterans' Day and for Thanksgiving.

List of Packets in Distribution. The CMO's packet availability board, which lists all packets in distribution, their price and the classes covered is updated every morning no later than 9:30am and is available on-line at

<http://www.hks.harvard.edu/cmo/Plist.pdf>

Library Reserve. Copies of every packet distributed by the CMO are placed on library reserve. Please check with the HKS library for availability.

There is usually a rush to check out packets within the few hours before the start of each class. The CMO recommends that you try to use the library reserve service at other times during the week to insure easy access to the materials.

"Sold Out" Packets. During the course of the semester, the CMO will sell out of course packets. Reorders are available the following school day morning at 9:30 AM when we open. Packets can be purchased in advance and reserved under your name *except for the first two weeks of the semester* when shelves are restocked based on estimated demand.

The CMO highly recommends that you purchase your packets in advance of the class dates for which they are required to be read rather than later.

Return Policy. Packets cannot be returned for an exchange, refund or credit.

Cost of Course Materials. In addition to current packets in distribution and their prices, the CMO web site also lists the cost of course materials from previous semesters. The information not only includes the cost of course packets and classroom handouts, it also includes the costs of books that were distributed through the Harvard Coop. While not a price list for the current semester it can give you a good idea of how much a particular course may cost.

<http://www.hks.harvard.edu/cmo/studentindex.htm#handouts>

Classroom Handouts. The CMO is required to recover the cost of copying and any copyright fees for materials ordered by faculty through this office for distribution to students in class. Students are automatically billed for classroom handouts after the semester ends. Consequently, the CMO recommends to faculty that materials such as assignments, problem set, copies of overheads and other material developed for use in the course be posted on the course web page, and not copied, in addition to links to readings on the Internet and through HOLLIS resources.

Comments and Suggestions. Your comments and suggestions are appreciated. Please direct your comments and suggestions to the attention of Michael McLaughlin at the CMO in person (Belfer G-7), by telephone (495-1372) or by email (CMO@hks.harvard.edu). If you are writing about a particular packet or course, please indicate the course code and packet number.