

COST CUTTING SUGGESTIONS FOR COURSE MATERIALS

COURSE MATERIALS OFFICE

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In previous years, the Academic Affairs Committee (AAC) has worked to minimize the cost of course materials for students. One of the most effective ways of doing this is to reduce the amount of material students need to purchase in hard copy by taking advantage of an array of resources for linking to materials that already exist on line. The Course Materials Office (CMO) is an important part of this effort to heighten faculty and staff awareness about the availability of course materials on line through Hollis, the Internet and this office. We hope this Resource page will help you get started.

The CMO's Annual Academic License (AAL) agreement with the CCC. The CMO entered into an Annual Academic License (AAL) agreement with the Copyright Clearance Center (CCC). The agreement allows the Harvard Kennedy School to post a substantial number of titles as PDFs to course web pages without paying a copyright fee. These titles include books that in the past we would either not have received permission to post or would have been charged a fee. More information and instructions on how to use this service can be found at <http://www.hks.harvard.edu/cmo/CMO%20AAL%20Agreement%20Search%20Instructions.pdf>

Posting HKS Cases on Classpages. Since the spring 2007 semester, in conjunction with the Harvard Kennedy School Case Program, the CMO has offered an easy to use service that allows the posting of HKS cases to course web pages. Whenever possible, we recommend that HKS cases be posted rather than be included in course packets. <http://www.hks.harvard.edu/cmo/Requesting%20KSG%20Cases%20to%20Post%20on%20Course%20Webpage.pdf>

Harvard University Library Online Resources. "Making Links on Classpages to Online Journal Articles" is particularly helpful and can be found at http://www.ksg.harvard.edu/library/making_links.htm. You might also find useful the Harvard College Library link <http://hcl.harvard.edu/research/guides/deeplinking/>. Speak with a librarian for additional information.

Google and Google Scholar. There are many search engines on the Internet. One of the most popular is *Google*. Regardless of the search engine you use you should review their advanced search features. The simplest way to use *Google*, for example, is to type the title of the document you want in quotations marks and click the search button. If *Google* does not find the title in question it will offer suggestions without the quotes.

Google Scholar is a specialized resource for determining if readings an instructor wants to put in a course packet are available on line. Simply go to Google <http://scholar.google.com/schhp?tab=ws>. You can also access this resource through the Harvard Kennedy School Library web site at <http://www.hks.harvard.edu/library/>. If you want to use a resource on *Google Scholar*, make certain the entire document has been posted or, at least, that portion you want to use.

"Paper Copy of Online Readings" Packets. Some instructors still want to make their readings available in hard copy. The instructions at the link below provide detailed information on how to use *Request 3.0* to create separate "Paper Copy of Online Readings". This approach addresses faculty concerns and gives students the choice of either purchasing these materials through the CMO or going online to access the materials without charge. <http://www.ksg.harvard.edu/cmo/Paper%20Copy%20of%20Online%20Readings.pdf>

Office of the General Counsel. You can find additional information on copyright and the posting of materials on course web pages on the website of the Office of the General Counsel at http://www.ogc.harvard.edu/copyright_docs/index.php.

Please feel free to contact the CMO by phone (5-1372), email (CMO@hks.harvard.edu) or by stopping by our office at Belfer G-7. We are eager to assist you.