

Due Dates for Course Related Materials 2009-2010 (Draft 8.13.09)

Date	Item	Due To	Contact Info
April 14, (Tues.)	Catalogue Copy	Kathleen Fox	495-8329, FAX:496-6886
April 14, (Tues.)	Schedule Form	Kathleen Fox	495-8329,FAX:496-6886
June 15, (Mon.)	Coop Book Order (Fall term only, date approximate)	Robert Wuesthoff	617-499-2000, ext. 2198, FAX 617-499-2178, http://www.thecoop.com
FALL TERM			
August 3 (Mon)	Fall Syllabus	Post on Class Page	Contact your FSA for Tech Support
August 10 (Mon)	Fall Reserve Reading List	ksg_library_reserves@ksg.harvard.edu	496-8927 LG-Library Circulation Desk
August 10 (Mon)	Fall Copyright Permissions	Bob Coner	495-5078, L239
August 10 (Fri) (estimate)	Text book Desk Copies for CAs/TFs	Relevant Publisher	
August 17 (Mon) or earlier	CMO Packet 1 st wk/class	Michael McLaughlin	495-1372, BG-7
August 28 (Fri)	CMO Packet 2 nd wk/class	Michael McLaughlin	495-1372, BG-7
August 31(Fri) or earlier	Media Requests	Media Services	495-0493, L250. Media_services_request@ksg.harvard.edu
JANUARY TERM			
October 22 (Thu)	Jan. Syllabus	Post on Class Page	Contact your FSA for Tech Support
December 11 (Fri)	Jan. Reserve Reading List	ksg_library_reserves@ksg.harvard.edu	496-8927 LG-Library Circulation Desk
November 9 (Mon)	Jan. Copyright Permissions	Bob Coner	495-5078, L239
November	Text book Desk Copies for CAs/TFs	Relevant Publisher	
November 30 (Mon)	CMO Packet 1 st wk/class	Michael McLaughlin	495-1372, BG-7
December 18 (Fri)	Media Requests	Media Services	495-0493, L250. Media_services_request@ksg.harvard.edu
SPRING TERM			
November	Textbook Desk Copies for CAs/TFs	Relevant Publisher	617-499-2000,x2198
November 16 (estimate)	Spring Coop Book Orders	Robert Wuesthoff	617-499-2000, ext. 2198, FAX 617-499-2178, http://www.thecoop.com
December 1 (Tues)	Spring Syllabus	Post to Class Page	Contact your FSA for Tech Support
December 7 (Mon)	Spring Copyright Permissions	Bob Coner	495-5078, L239
December 18 (Fri)	Spring Reserve Reading List	ksg_library_reserves@ksg.harvard.edu	496-8927 LG-Library Circulation Desk
January 4 (Mon) - or earlier	Media Requests	Media Services	495-0493, L250, media_services_request@ksg.harvard.edu
January 11 (Mon)	Packet 1st wk/class	Michael McLaughlin	495-1372, BG-7
January 19 (Tues)	Packet 2nd wk/class	Michael McLaughlin	495-1372, BG-7