



Angelo State University
Operating Policy and Procedure

OP 04.08: Production of Manuals

DATE: May 4, 2018

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to define steps taken in the production of manuals

REVIEW: This OP will be reviewed in May every three years, or as needed, by the Office of the Provost with recommended revisions forwarded through the provost and vice president for academic affairs to the president by June 1 of the same year.

POLICY/PROCEDURE

1. Manuals

- a. All of the costs of the approved publication may be charged to the budget of the department in which the manual will be used.
- b. The department that has been approved to produce a manual or workbook for sale to ASU students must submit the approved manuscript to the University Bookstore in a format suitable for reproduction.
- c. The Bookstore will arrange for the manuscript to be printed with the cost of printing and other production costs to be paid by the Bookstore.
- d. The Bookstore requires each author/preparer to sign a printed materials order which includes a clause stating, "This order does not include copyright clearance services by the Bookstore. Copyright clearance is the responsibility of the author/preparer. A written copy of the copyright clearance must be on file and available for inspection." The Bookstore is not responsible for any claims incurred by reason of any infringement or violation or alleged infringement or violation, of any copyright.
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