**Course Pack Consultation Form**

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| **INSTRUCTOR NAME** |  |
| **EMAIL ADDRESS** |  |
| **DEPARTMENT** |  |
| **SCHOOL NAME** |  |
| **SEMESTER AND YEAR** |  |
| **CAMPUS** |  |
| **REQUESTED ASSISTANCE** | * Developing course pack
* Maintaining course pack (i.e. identify new edition)
* Assessing Fair Use and TEACH Act best practices
* Provide links to course pack materials
* Scan course pack materials
* Seek permission from the copyright holder
* All of the above
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LAU Faculty members are required to:

* Submit their request 10 days before the due date to reference@lau.edu.lb
* Share the course syllabus

For further inquiries, you may contact us at:

Ext. #: 2272 or 1217

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