**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 |

LAU Faculty members are required to:

* Submit their request 10 days before the due date to [reference@lau.edu.lb](mailto:reference@lau.edu.lb)
* Share the course syllabus

For further inquiries, you may contact us at:

Ext. #: 2272 or 1217

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