

Reducing Student Costs for Course Packets: A Quick Reference to Course Materials Available through HOLLIS and the Internet

During the past year the Academic Affairs Committee (AAC) has been working 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 CMO is an important part of this effort to heighten faculty and staff awareness about the availability of course materials on line through Hollis and the Internet. We hope this Resource page will help you get started.

The Library will continue to offer their usual training sessions for finding and linking to items online, and the CMO encourages you to take advantage of their valuable skills and support. With reference to the preparation of course materials, the CMO recognizes how confusing it can be distinguishing between *posting materials* (which requires advance copyright permission), and simply linking to materials (which does not require copyright permission), and between the nature of course packets "online" and "not online". It may seem complicated and daunting, but it is not as hard as you may imagine.

With the assistance of the Library and Human Resources we have put together this list of resources:

Library. "Making Links on Classpages to Online Journal Articles" can be found at http://www.ksg.harvard.edu/library/making_links.htm. You might find it useful to look at the information the Harvard College Library has pulled together at <http://hcl.harvard.edu/research/guides/deeplinking/>.

"Paper Copy of Online Readings" Packets. The CMO memo at this URL provides detailed information on how to use Request to keep the costs of course materials down, and instructions on creating a "Paper Copy of Online Readings" (for those students who prefer to read everything in hard copy) <http://www.ksg.harvard.edu/cmo/Paper%20Copy%20of%20Online%20Readings.pdf>

Posting KSG Cases on Classpages. Starting with the Spring 2007 semester, in conjunction with the Kennedy School Case Program, the CMO has offered an easy to use service that allows the posting of KSG Cases to course web pages. <http://www.ksg.harvard.edu/cmo/Requesting%20KSG%20Cases%20to%20Post%20on%20Course%20Webpage.pdf>

Google. There are many search engines on the Internet. One of the most popular is Google. Since every search engine is different, you should review the "Advanced Search" feature. The simplest way to use Google, for example, is to type the title of the document you want in quotations marks, then click the search button.

Google and Google Scholar are additional resources for determining if the articles a faculty member wants to put in a course packet are available on line. Simply go to Google <http://www.google.com/> (more specifically) <http://scholar.google.com/schhp?tab=ws>. You can also access this resource through the Kennedy School Library web site at <http://www.ksg.harvard.edu/library/> (see "Key E-Resources, by Title"). If you choose to use a resource on Google Scholar, make certain that the entire document has been posted, as the site offers only abstracts and/or previews for some readings.

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.