



# Order form: internal readers

Readers for sale to on-campus (internal) students must be ordered from Document Services using this form, and must comply with the reader guidelines at: [http://www.unisa.edu.au/printing/current/reader\\_guidelines.asp](http://www.unisa.edu.au/printing/current/reader_guidelines.asp)

### Reader Details

Readers will be given a unique product code consisting of the subject area and catalogue number, the volume of readings (R1, R2 etc), and the version: **ACCT 1005 / R1 / v1**.

Course subject area and catalogue number: \_\_\_\_\_

Course name: \_\_\_\_\_

Number of volumes: \_\_\_\_\_ (Note: the ideal maximum number of pages per volume is 350)

Reader name, if different to course name: \_\_\_\_\_

Existing product look up (PLU) code, if known: \_\_\_\_\_

### Order Quantities (for the coming study period only due to limited storage capacity)

Please indicate the estimated number of copies per campus, taking into account previous year's sales figures at: [http://www.unisa.edu.au/printing/current/reader\\_guidelines.asp](http://www.unisa.edu.au/printing/current/reader_guidelines.asp) and any changes to anticipated class sizes.

Note: Excessive wastage will be charged back to the school.

CW: \_\_\_\_\_ CE: \_\_\_\_\_ MG: \_\_\_\_\_ MLK: \_\_\_\_\_ WHY: \_\_\_\_\_ MtG: \_\_\_\_\_ Total: \_\_\_\_\_

Additional copies will automatically be printed for the Library (under HESA), to a maximum of 5 copies per campus based on the total order quantity. Copies can also be ordered for staff (who cannot pick up free copies from Campus Central).

School cost centre: \_\_\_\_\_ (required for Library copies and, where applicable, staff copies)  
AD/PG/SR/TN/PD/Other \_\_\_\_\_ PD Only \_\_\_\_\_ Cost Centre \_\_\_\_\_ Item Code \_\_\_\_\_  
Sub-Ledger (circle)

School Name \_\_\_\_\_ Campus \_\_\_\_\_ Phone Number \_\_\_\_\_

Number of staff copies required: \_\_\_\_\_ Deliver to: \_\_\_\_\_

Number of FLC copies required: \_\_\_\_\_ Deliver to: FLC, Underdale

### Contact Details

Academic staff member responsible for content: \_\_\_\_\_

Where applicable, school reader coordinator: \_\_\_\_\_

### Declaration (please tick):

- This reader is copyright compliant as it contains
  - only one chapter or 10% of the total pages from any book, report or other literary work; and/or
  - up to 15 pages of each work from an anthology; and/or
  - one or more articles on the same specific topic from a periodical; and/or
  - no more than 10% from a musical work in written form (sheet music); and/or
  - the whole or part of a literary, dramatic, musical or artistic work (excluding a periodical) if a new copy is not available within a reasonable time at an ordinary commercial price eg out-of-print text; and/or
  - whole artistic works which have not been separately published in hard-copy and are not available for purchase at a reasonable price within a reasonable period of time.
- This reader does not contain material, readings or information required for completion of the course, unless those are readily available in an alternate format free of charge.
- This reader does not contain course teaching materials such as contact or location details, tutorial outlines, PowerPoint slides, study guides, course information, lecture notes or assessment schedules.

Signature of academic staff member responsible for content: \_\_\_\_\_

**Note: Campus Central staff will email students and the staff listed above when the reader is available for sale.**

Finance use only	
Date processed in H&L:	___ / ___ / 20 ___
<input type="checkbox"/> H&L Entry	<input type="checkbox"/> Cloned
<input type="checkbox"/> Emailed School	
<input type="checkbox"/> Emailed Document Services	

Document Services use only	
Date order received:	___ / ___ / 20 ___
Date due for dispatch:	___ / ___ / 20 ___
Date received at CC:	___ / ___ / 20 ___
Final stock count:	___ copies at ___ / ___ / 20 ___

PLU: \_\_\_\_\_ PRICE: \$ \_\_\_\_\_ Reader Identifier: \_\_\_\_\_ / R \_\_\_ / v \_\_\_