

STATEMENT 5.0.3 – TEXT BOOKS & 3rd PARTY CURRICULUM RESOURCES
Undergraduate Medical Education

Approved by:	Curriculum Committee
Date of original approval:	March, 2014
Date of last review:	July 2018

I. PURPOSE

To ensure that the ordering of text books and 3rd party curriculum resources is centralized and monitored by the Undergraduate Medical Education Office such that methods are in place to ensure timely delivery, accurate order counts, correct editions, and strict adherence to copyright law.

II. STATEMENT

- a. Recommended textbooks for the Undergraduate Medical Education Curriculum**
 - i.** The Curriculum Specialist in consultation with the Pre-Clerkship & Integration Committee (PIC) will maintain a list of recommended text books for the Undergraduate Medical Education Curriculum.
 - ii.** The PIC will be asked to review and endorse the list of recommended text books annually at the May meeting.
 - iii.** Should the Committee be unable to decide on a text book selection, the decision will be left to the Associate Dean and the Chairs of PIC based on discussion presented at the meeting.
 - iv.** The Curriculum Specialist will provide the Manager, Undergraduate Medical Education with the updated text book list. The Manager, UME will provide the list of recommended text books to Western & Windsor university book stores.
- b. Required textbooks for the Undergraduate Medical Education Curriculum**
 - i.** The Manager, Undergraduate Medical Education will consult with all first term Course Chairs in May and all second term course chairs in September of each year to determine required text book needs.
 - ii.** If a first term course text book is required, the Manager, UME will order on or before June 15. If a second term course text book is required, the Manager, UME will order on or before October 15.
 - iii.** If a Course Chair neglects to respond to the request of the Manager, UME before the above dates, the Undergraduate Medical Education Office will not be responsible for ordering the book.
 - iv.** If upon order the Manager, UME is notified that a book is out of print, the Course Chair will be notified immediately so that they may select a new book.
 - v.** If the Course Chair does not respond to the notification that the book is out of print, the Manager UME will not be responsible for ordering text books after the deadline.
 - vi.** If upon order, the Manager, UME is notified that a book has been updated with a new version, the Course Chair will be notified immediately and a 'desk copy' will be ordered as soon as possible. The Manager, UME will provide the Course Chair with an approximate delivery date for the desk copy.
 - vii.** If the Course Chair does not respond to the notification regarding change in edition or provide feedback on the desk copy, the Manager UME will, by default, order the new

version. The Course Chair will receive sufficient notice of this decision, including a letter from the Associate Dean.

- viii. The Undergraduate Medical Education Office will not be responsible for incorrect versions ordered for which Course Chairs received sufficient notice.
- c. Additional Third Party Educational Materials
 - i. If a course requires additional third party educational materials (software, clickers, etc) , the Course Chair should notify the Associate Dean as soon as possible using the same calendar guidelines as per the above.
 - ii. Purchases by Course Chairs or teaching faculty are subject to the *Statement on Expenses Incurred by Course Chairs & Teaching Faculty*.
- d. Copyright Law
 - i. Under no circumstances can we photocopy or digitally scan text books or third party materials to which we do not own the copyright.
 - 1. For published works, faculty may:
 - a. Photocopy, fax, scan and print.
 - b. Store copies, such as on a hard drive, USB stick or on a Secure Network.
 - c. Transmit by email, upload or post copies within a Secure Network.
 - d. Project and display copies, such as on overheads, on LCD or plasma monitors, or interactive whiteboards.
 - e. Make copies for the purposes of interlibrary loan, creating alternate format copies and managing library collections
 - f. Create Course Collections
 - 2. There are limits to what may be copied, such that one may copy up to 10% of a repertoire work or make a copy of a repertoire work that is:
 - a. An entire article, short story, play, essay or poem.
 - b. An entire article or page from a newspaper or periodical.
 - c. An entire entry from an encyclopedia or similar reference work.
 - d. An entire reproduction of an artistic work from a publication.
 - e. One chapter of a book, provided the chapter is no more than 20% of that book.
 - 3. You may copy up to 20% of a repertoire work or any of the above for a Course Collection and for certain library collection management purposes.