

UT - Martin Procedure: FI0155-M - Minimizing Textbook Costs	
Version: 1	Effective Date: 05/16/2024

### 1. PURPOSE

To provide guidance on the duplication of course materials at UT Martin

### 2. PROCEDURE

Skyhawk Printing provides the duplication of course materials and collaborates with a third-party vendor to ensure copyright clearance. Students purchase the course packets at the bookstore.

### 3. RESPONSIBLE OFFICIAL AND ADDITIONAL CONTACTS

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>Email/Web Address</b>
Policy Clarification and Interpretation	Sp. Asst. VC Finance and Administration	(731) 881-1428	lfoltz@utm.edu