

# Teaching Materials for Spring 2024



## Dear teacher at the Humanities

We are approaching the end of the year, and it is once again time to start planning for teaching materials for the next term. In this letter we inform you about how you, as a teacher, can order compendiums for your spring term courses, and some of the current rules regarding Absalon uploads. Please don't hesitate to contact us should you have any questions or queries, either by telephone or email, or stopping by our shop in 11A-0-02.

### Online Orders

Ordering your compendium is easy. Just click the link below and follow the instructions:

[www.campusprint.ku.dk](http://www.campusprint.ku.dk)

You can both order new compendiums, reprints of earlier compendiums, or compile a revised compendium from previous compendiums. The order page will react if there are any infringements on copyright, but please consult the rules before proceeding with your order. It is not necessary for you to provide us with the texts when ordering a reprint or revised compendium as we already have them in our system. If, however, you have any new texts to add you can do so by uploading them directly to the order page. You may also send them to us by email or hand in physical copies to us at our shop.

### Compendium ready for start of term

Be sure to have your compendium ready for the start of term. We make sure to have your compendium ready for sale before the first day of lessons, as long as you make your order before **the 8th of January**. You are, of course, also welcome to place your order after this deadline. However, despite doing our very best to have all orders ready before the start of term we can only guarantee this if the order is placed within the given deadline.

### You don't need to provide a quantity

It is possible to order your compendium even without knowing the exact number of students that will be attending your class. We double-check the number of students in STADS before sending compendium orders to the printers, and arrive at the quantity based on the number of confirmed students for the class combined with the number of sales from previous terms.

### Sales

You will receive an email from us when your compendium is ready for sale. We recommend that you inform your students on receiving this message. The compendium can be bought at Campus Print or on our webshop. It is still possible for the students to order compendiums that have been sold out. All they need to do is order a print-on-demand copy from our webshop:

[www.webshop.ku.dk](http://www.webshop.ku.dk)

### Copyright

There is a limit of 50 pages or 20% of a published work regardless of the year of publication. Both rules must be complied with. The rules apply to both printed and digital materials. However, if you own the copyright to the material, or have permission from the author or publisher, there are no restrictions on what can be printed. Please contact us if you have any questions or are unsure whether a publication is in compliance with the rules.

### Absalon

The faculty has an obligation to report every upload made on Absalon to Copydan, who also perform checks at random. Remember therefore to report your uploads to Campus Print. The schedule for uploads can be found via this link:

[Report Absalon uploads](#)

You can either send us an on-going list of your uploads, or send a complete list by the end of term. If you have lists from previous terms that you still haven't sent us we ask that you do so as soon as possible at:

[campussalg@adm.ku.dk](mailto:campussalg@adm.ku.dk)

### Compendium as a supplement to Absalon

We often experience students inquiring after compendiums for their courses where all the teaching-materials have been uploaded to Absalon. It is very straightforward to have all the material lying online. However, it is our experience that the students still print most of the material. We are therefore happy to produce compendiums for your class, should the need arise. Please inquire with your students, on the first day of term, whether anyone would like a compendium, and we will print copies for those who would like one. All you need to do is send us your list of Absalon-uploads along with the uploaded files, and we will take care of the rest.

We hope to help make this a great start of term for all students and employees. Please don't hesitate to contact us should you have any questions or queries.

### Deadline

Monday  
**January 8th 2024**

### Order here

[kompendium.hum.ku.dk](http://kompendium.hum.ku.dk)

### Rules of Copyright

Max. 50 pages or 20% of the source regardless of the year of publication. Both rules must be complied with. The rules apply to both printed and digital materials, i.e. both compendium texts and Absalon uploads.

### Absalon

Report your uploads to Campus Print by sending an email to:

[campussalg@adm.ku.dk](mailto:campussalg@adm.ku.dk)

The schedule for uploads can be found [here](#)

### Sustainable paper

We understand that many choose not to order compendiums in an effort to save paper for environmental reasons. We are therefore extremely aware, here at Campus Print, of the paper we use in our compendium production, which is why our paper is recyclable and comes from sustainable forestry in Sweden.