



Wheelock Academic Resources

DiscLink™ Digital Reader

Simple, Convenient, Affordable

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DiscLink™ is copyrighted proprietary compilation software and includes copyrighted works for which permission has been obtained for use solely in this product.



How the DiscLink reader works:

- With one DiscLink CD or DVD-ROM, students can access all of their course readings outside of book assignments.
 - DiscLink connects to those readings available over the Dartmouth network, readings available on the world wide web, and articles that Wheelock Academic Resources obtains permissions to reproduce and then scans and edits for optimal online viewing.
- Organized and customizable content and layout
- Wheelock Academic Resources administers everything!
- Full technical support



Advantages to using a DiscLink reader:

- DiscLink puts **all readings in one place**. Instead of having students go online for one article, to a reader for a second, and a handout for the third reading for one day, put all materials for your course on your DiscLink digital reader! You can even include notes or study guides for no extra charge!



Advantages to using a DiscLink reader:

- Producing **high-resolution, full-color** scans of any images, figures or tables in the readings doesn't add to the cost of DiscLink production. You may also add larger document sizes and **multimedia** selections such as animations, sound clips, movies, or streams from the internet or Dartmouth network to your reader.



Advantages to using a DiscLink reader:

- **DiscLink saves paper.**

- **No originals** are necessary, saving paper as well as valuable time that would have been spent making copies.
- Students may access all of their readings on one disc instead of leafing through a print reader or navigating the internet. Those students who prefer to have hard copies of the reading may print directly from their DiscLink discs.
- This also saves printing costs!



Advantages to using a DiscLink reader:

- DiscLink can **save students money**.
 - DiscLink readers will often cost substantially less than print readers with the same content. DiscLink eliminates printing costs and Wheelock Books only pays copyright for articles not accessible over the Dartmouth network or web.



Advantages to using a DiscLink reader:

- **Wheelock Academic Resources administers and enters everything for you!**
 - All we need from you is your table of contents, originals and citations for those articles not available online, and the urls for online and Dartmouth network materials



What does Wheelock Academic Resources need to make my DiscLink reader?

■ By the deadline:

- **Full table of contents with source information** (link or include as file on disc) labeled for each selection. Please also note if you are aware of whether or not access is restricted to the Dartmouth network.
 - If the students will link to the selection, please provide the complete **URL** for the exact page on which the selection appears*
 - If you do not provide a link for the selection, please provide a full and complete **bibliographic citation** for the selection so that we may begin obtaining copyright permissions

*These URLs are often long and generally contain strange characters. Please provide the complete link for that article rather than the link to the hosting page (i.e. Please provide more than simply www.jstor.org for an article on JSTOR)



What does Wheelock Academic Resources need to make my DiscLink reader?

■ Within 2 weeks of the deadline:

- **Originals** for any selections to be included as files on the disc.
 - These may be either single-sided photocopies on 8.5 x 11 paper or PDFs on a CD
- You may make additions, omissions, or changes at this time. Please confirm that the order and layout specified with the initial order are accurate or supply a new table of contents.*
- Any additional content you wish to add to the user interface such as useful links, any comments about the reading, reminders about papers and exams, study guides, lecture titles, or anything else you would like for students to see in the user interface!

*This is the last chance to make significant changes to the content and order of your digital reader contents. You may make up to five changes when you look over a proof but there unfortunately isn't time for more significant changes after this second deadline.



What does Wheelock Academic Resources need to make my DiscLink reader?

- Once you have received your proof:
 - Communicate any changes you wish to make to your DiscLink reader before production of the student copies. You may make any final minor changes to the contents at this time. If you are completely satisfied, please notify us of your approval. The disc is yours to keep. If the content or layout changes, we will supply you with a complimentary copy of the final product as well.



What does Wheelock Academic Resources do for you?

- **Full administration and support from start to finish!**
- We pick up your materials on campus.
- We begin to code the basic table of contents for your DiscLink reader while you finalize the content and assemble originals. Once we have the final table of contents or syllabus, we insert any text aside from the links into the page so that it appears in the correct order and layout.
- We obtain copyright permissions for all articles that will not be available through the Dartmouth network or the world wide web. We then scan the originals for these articles using either of two high-quality scanners. Once we have scanned the articles in your reader, we edit them for online viewing.
- We deliver a proof to you on campus so that you may look through it to make sure everything is exactly as you want it.
- We make any necessary changes to the reader and arrange for the duplication of the discs for your class.
- We guarantee that your reader will be ready for students by the first day of classes.



A note about billing:

To keep discs affordable and in compliance with copyright law, distribution of DiscLink™ digital reader discs requires special arrangements.

Historically, we have made arrangements with the professor and department in which the course is being offered. In this case, Wheelock Academic Resources delivers the discs to the professor or department so that the professor may distribute the discs to enrolled students on the first day of classes. We can quickly print more discs for any students who may enroll after the first day. Once the enrollment is set in the second or third week of the term, we bill the department for the discs. The department pays with a department charge card and bills the students on their college bills for the cost of the readers.

We may be able to make other arrangements upon request but cannot offer to sell the discs in the store as we have not yet been able to find satisfactory encryption software.



Thank you!

- Please feel free to contact Myung-Hee Vabulas at Wheelock Academic Resources with any questions or requests!

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