

March 17, 2008

Dear Duke Faculty & Staff,

Although we are still months away from the Fall 2008 semester, the Textbook Store has already begun making preparations. It is our hope that we will be able to provide all course materials needed in an efficient and timely manner.

As such, we want to provide optimal assistance in providing custom-made course-packs for use in Duke Course offerings. The Duke Textbook Store uses several vendors for obtaining copyright permission and producing the coursepacks. Our vendors require up to six weeks to legally obtain permission to reproduce copyrighted material, and these permissions are almost always granted on a "one-time use" basis. With this in mind, our custom publishing vendors have agreed to guarantee that all faculty coursepack requisitions submitted prior to **June 20, 2008**, will be available to students on our shelves by August 25, 2008 (the first day of Fall '08 classes).

We ask that those of you who already plan to require coursepacks for the Fall 2008 term please make your requests prior to April 4, 2008, in order for the store and our publishing company to continue with as much ease as possible. Please make sure your forms are complete with hard copies of the material and all applicable bibliographies. For your convenience, I have attached our coursepack order form. If you would like us to e-mail you an electronic copy in PDF format, please contact us and we will be happy to do so.

This information is also available on our website:

<http://www.dukestores.duke.edu/textbook.html>

Click on **Faculty Resources**.

Another challenge we face to providing optimal service to you and your students is the fact that books inevitably go out of print with publishers and become unavailable for order. We understand that this can be frustrating news when preparing your syllabi and planning for the semester. Instead of having to make last minute adjustments to your course or having just one copy available on reserve for the whole class to share, we would like to offer coursepacks as a convenient alternative to those out-of-print titles. We would simply need you to provide a hard copy of the book and can have the packs on our shelves once all required permissions have been attained.

Should you have any questions regarding custom publishing, do not hesitate to contact us and we will be happy to assist you in anyway we can. Thank you for your time and assistance.

Sincerely,

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