

November 4, 2009

Dear Duke Faculty & Staff,

Although we are still catching our breath from Fall rush, the Textbook Store has already begun making preparations for the Spring 2010 semester. 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 courses. The Duke Textbook Store uses several vendors for obtaining copyright permission and producing the course packs. 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” only basis. With this in mind, our custom publishing vendors will work diligently to have course-packs shelved by Jan. 13<sup>th</sup>, 2010.

We ask that those of you requiring course packs for the Spring term, please submit your requests prior to November 20, 2009, complete with hard copies of the material and all applicable bibliographies. For your convenience, I have attached our course pack 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.php>

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 course packs 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 obtained.

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

Sincerely,

Millicent Rogers  
Custom & Foreign Text Coordinator  
Duke University Textbook Store  
Box 90850  
(919) 684-6972  
Fax: (919) 684-8619