

March 28, 2018

Dear Duke Faculty & Departmental Coordinators,

Although we are still months away from the Fall 2018 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 acquiring your requested custom-made course-packs for use in Duke Course offerings. The Duke Textbook Store uses several vendors for obtaining copyright permission and producing the course packs. Please note that some vendors require as much as six weeks to procure legal 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 course pack requisitions submitted prior to **June 30th, 2018**, will be available to students on our shelves by August 27, 2018 (the first day of Fall 2018 classes).

For those of you who know you will require course packs for the Fall 2018 term, please submit your requests as soon as possible prior the June 30th deadline. **Please make sure your forms are complete with hard copies of the material and all applicable bibliographies (photocopies ARE acceptable).**

This information is also available on our website:
<http://www.dukestores.duke.edu/textbook.html>
Click on **Faculty Resources**.

One of the challenges we face trying to provide optimal service to you and your students is the fact that books inevitably go out of print with publishers and become unavailable. 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 we can have the course 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. Thank you for your time and assistance, and we look forward to working with you for the Fall 2018 semester.

Sincerely,

Millicent Rogers
Senior Supervisor, Textbook Services
Duke University Stores
919-684-6972
(919) 684-8619 - Fax