



The Duke University Online Bookstore powered by eCampus.com can work with our custom publication vendor, LAD Publishing, to create a coursepack for your class at your direction.

To start the coursepack generation process, navigate to the **Textbook Adoptions (eCampus)** link in DukeHub.

STEP
1

From the FAST dashboard, select the **Help** tab and then **Custom Coursepack Creation Form**. The form includes a Faculty completion section that allows you to designate the design specifications, including print or digital, along with the count of instructor desk copies that are needed. Additionally, a citation form is provided for copyright review. Once the form is completed, email this along with your original materials to **support@lad.com**, LAD will work with the Duke Online Bookstore once your ISBN(s) is prepared.

STEP
2

The requestor has the responsibility to submit scans of the content that will be included in the coursepack. LAD can provide a file share option for larger content or it can be included in the email with the order form.

STEP
3

Once an ISBN is assigned to your content, LAD will communicate this to the Duke Online Bookstore to generate the coursepack and place the requisition on your class. The cost to students on all materials is visible to the instructor from within the course in FAST. Adoption of the materials is elective, even if you pursue the process and reconsider.

KEEP IN MIND:

All course material adoptions should be completed by the semester deadline in FAST. This will typically coincide with the respective student course registration dates. Lead time on custom coursepack creation can take up to six weeks based on copyright clearances.