

D'Angelo Law Library

<http://www.lib.uchicago.edu/e/law/>



THE
UNIVERSITY
OF CHICAGO

D'Angelo Law Library Services for Law Faculty Adjunct Faculty FAQ

Q 1. Can I check out books from the Law Library or other libraries on campus?

You will need a CNet ID to check out books from the Law Library and/or other libraries on campus. A CNet ID is available to you while you are teaching and for preparation of your course. Please contact Kate Malinski. If you do not wish to have a CNet ID or need a book from the Library before you obtain your CNet ID, the Library will process an interlibrary loan through your firm's library in order to get you the book you need. Contact your firm librarian or Margaret Schilt (Faculty Services Librarian schilt@uchicago.edu) in order to do this.

Q 2. Is there a preferred method for delivery of course materials to my students?

No one method is preferred. If you rely on a casebook or other textbook, we need to make sure the bookstore has sufficient copies. If you have additional readings, they can be delivered by putting them on reserve (either print or electronic reserves), you can use a course packet (materials are duplicated, compiled and sold to the students by the Photoduplication Department) or you can use a course webpage (the University of Chicago uses [Chalk](#), a course webpage system based on Blackboard). There is not a preferred method – rather, there are several factors to be taken into consideration: the convenience of the students, cost, your convenience, and copyright permission concerns.

Q 3. If I go with a textbook and a few additional readings to be put on reserve, how do I do that?

You will receive a letter from us a few weeks before the start of the quarter with the name of your course, a form for requesting the bookstore to purchase your textbook, and a form for requesting that materials be put on reserve for your course. Course reserves are administered through a course webpage, so one will need to be set up for your course.

Q 4. If I decide to use a course packet, how do I do that?

Compiling a course packet is done through your faculty secretary. Provide clean copies of your readings together with your syllabus to your faculty secretary, who will number the

pages and deliver the packet to the Photoduplication Department for duplication and sale. Upon your request, your faculty secretary will obtain copyright permission for materials contained in your course packet.

Q 5. Is it okay to ask the Library to help making the master set of readings for my course packet?

The Library will be happy to help making the master set of readings. Send a copy of the citations/book chapters that you need copied to Margaret Schilt (schilt@uchicago.edu) and the Library will deliver the copies to your faculty secretary.

Q 6. If I decide to put all (or most) of my readings on a Chalk course webpage, how do I do that?

Go to <http://chalk.uchicago.edu>. There is a link on the left side of the opening page that says "Course Request." Click on this link and follow the instructions that appear. You will need a CNet ID and password to do this. If you do not have one, contact Kate Malinski. When you have completed the requesting process, a Chalk site will be created for your course and automatically populated with the students who are registered for the course. You are now ready to organize and post your readings.

Q. 7. Does using Chalk mean that I don't have to worry about getting copyright permission for my readings?

Unfortunately, no. Course webpages are similar to course packets for copyright purposes; permission to use copyrighted materials in a course packet has been required for many years. It helps that your course website is available only to those who are registered for your course, but that is not sufficient on its own to make your use of copyrighted material a fair use under the fair use balancing test. For a fuller explanation, see the University of Chicago Library's Copyright Information Center at <http://www.lib.uchicago.edu/copyrightinfo/>.

There are a few ways to deal with the copyright issues. Many of your readings can be made available by providing links to electronic databases that the Library has already paid for, as each student has access to the databases. Using a link rather than posting a PDF resolves the copyright permission question. This is not necessarily true for materials that are freely available on the web. There are two issues with those – the first being that they may disappear at any time. Secondly, commercial websites often have Terms of Use that prohibit or limit linking/reproduction of materials on the site. Chapters from books may also require copyright permission, especially if they are from an edited book where each chapter has a different author. Your faculty secretary can obtain copyright permissions for you.

If you have copyright questions, or are not sure about whether permission is required or whether the Library has electronic availability through a database, please contact Margaret Schilt (Faculty Services Librarian, schilt@uchicago.edu) for assistance.