

Toolkit for Course Administrators

Options for Securing Thorough, Carefully Prepared Written Materials

For a course to be accredited, the MCLE Rules of the Supreme Court of Illinois require thorough, carefully prepared written materials. The materials need to be distributed at or before the course.

Written materials further the learning experience in three ways:

- (1) the speaker is more likely organized and prepared to teach;
- (2) attorney participants do not need to take copious notes; and
- (3) the written materials are a valuable reference. *See* the Board's FAQ on required written materials:
https://mcle.custhelp.com/app/answers/detail/a_id/631/kw/written%20materials

Options for obtaining written materials that reflect the course content

- The speaker may have already written an article or other publication that reflects the course content. You may ask the speaker or, if that is not possible, you can conduct an internet search. Always confirm with the speaker before using any writing as course materials. Caution: authors sometimes transfer a copyright to a third party so confirm with the speaker.
- Search the internet for articles or other publications that directly address the course content. Always give credit to the author/originator or copyright holder for any materials that you use.
 - If you identify options that are copyrighted, obtain copyright clearance from the copyright holder or determine whether the fair use doctrine applies. Checklist on fair use:
http://copyright.cornell.edu/policies/docs/Fair_Use_Checklist.pdf
 - Government publications
<https://catalog.gpo.gov/F?RN=357567575>
 - Materials in the public domain
<http://copyright.cornell.edu/resources/publicdomain.cfm>
 - Materials on Open Access Journals
<https://doaj.org/>
 - Materials that have a Creative Commons license
<https://www.skillscommons.org/>

Supplementary materials

Course providers can include additional materials to supplement the information presented at the course. The sources listed above can be used to identify supplementary materials as well.

Linking to online sources is a convenient option—copyright clearance is not needed for a link but lawyers can access specific resources for more information on the topic or helpful forms.