

## DESK COPY REQUESTS POLICY

(January 31, 2003; rev. February 11, 2005)

1. Deadlines for textbook order submissions to ASU Bookstore:
  - Fall- April 1
  - Spring- October 1
  - Summer Sessions- March 1
2. BIS Front Office Staff will make a request for desk copies ONLY if one is requested from the instructor.
3. In order to receive desk copies by the start of classes, textbook order forms must be submitted to the Front Office no later than six (6) weeks prior to the first day of classes.
4. For special requests, notify the Front Office in writing with all pertinent information: ISBN, Author, Title, Copyright year and Publishing company.
5. Front Office may make requests for copies to publishers via the Internet, fax, phone or email.
6. A record of all correspondence is kept in the folder for each semester for which it is related.

Processing and shipping on the publishing company's end typically takes 6-8 weeks. Front Office staff is not accountable for having desk copies delivered by the start of the semester.