

TEXTBOOK COORDINATION GUIDELINES
(March 2002; rev. February 2005)

ASU Bookstore Textbook Request Deadlines by Semester:

April 1st for FALL semester

October 1st for SPRING semester

March 1st for SUMMER SESSIONS (ALL)

Two (2) weeks prior to the deadline for each semester/session, send an email to all faculty letting them know to check their mailboxes for textbook request forms and to whom the forms should be given in the Front Office. Also, give them a specific date as to when the forms should be turned in to the designated office person.

Develop a cover sheet alerting them to the fact that textbook orders are due soon and to kindly fill out the attached Textbook Request form. Attach 1-2 request forms to the letter and give them the option of asking for more if needed. Only one course per order form (i.e. BIS 402- see previous examples in the folders for a template).

Make a folder identifying the semester/session (i.e. FALL 2005). Place all corresponding information for textbooks for that semester in that folder.

During the first email to faculty, inform them that if they wish to have a Desk Copy of a book, to give to the designated textbook coordinator a written request (email and/or note). To order Desk Copies, develop a letter to be faxed on ASU letterhead to the publishing company. In those letters include the following: Book Title, ISBN number, Author(s), publication year, class (i.e. BIS 301), name of instructor, estimated enrollment in class, number to ASU Bookstore, contact information for BIS Office, shipping information. See examples in old textbook order folders for examples. Some publishers have internet sites from which Desk Copies may be ordered. Note: Most publishers will only send Desk Copies for classes in which the book has already been requested by the bookstore.

Keep copies of all correspondence and place in folder for the semester.

As textbook requests are returned fax them to Stella in the ASU bookstore (5-8596) and Shirley in the Student Bookcenter (480-968-2370). Fax numbers are also listed on the fax machine journal.

Place all requisitions in the corresponding semester's folder.