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POLICY

The Bookstore encourages each faculty member to obtain their desk copies directly from the publisher prior to their need.

PROCEDURES

1. The Bookstore will supply each department with the "Desk Copy Request" form and the address of each publisher to expedite individual faculty member requests.

2. In an emergency - textbooks may be charged by the department (not the individual faculty member) while waiting for a desk copy from the publisher. Credit will be given when the department returns the new desk copy to the Bookstore. If the publisher's desk copy is marked "Not for Resale" or other terms inhibiting its resale, the department must pay for the original copy or return same for credit at used retail.