



Textbook Rental New Book Order Form

New Text Required for 200 Fall Spring Summer

Dept Name/Course # Section Number(s)

Course Name Explanation of need

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New Book Information:

Author Number requested

Title Retail Price

Copyright Date Edition Total Cost

ISBN Publisher

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Authorization to Discard:

Author Copyright Date Edition

Title Date Adopted

Office Use: Discarded books to: Bid Book Nook Department

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Requested by Date

Instructor's Signature

Approved by Date

Chairperson's Signature

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For Office Use Only:

Order processed for purchase Date P.O.#

Number ordered As requested Adjusted per registration

Order NOT processed for reason # (Per Textbook Rental Guidelines)

Desk copy request sent Copies sent to: Department DSS Bookstore

Accession Code Title Manager Bar Codes Course Listing Cards

## TEXTBOOK RENTAL GUIDELINES

1. The Textbook Rental adoption policy requires that titles normally be retained for a **three-year period**.
2. Books are not automatically updated when a new edition becomes available. A request for a new edition may be submitted as a new book order, subject to the three-year adoption policy.
3. Books will be purchased from used book companies when available. A request for all new books will be evaluated on an individual basis.
4. The book designated as the main textbook for a course will not be subject to any maximum dollar amount. There is a **\$10 minimum** for any book purchased for the Textbook Rental Service.
5. If multiple texts are used in a course, **the total dollar value at list price may not exceed \$70**. A request for multiple texts exceeding a total of \$70 may be submitted to a faculty textbook advisory committee for review. (The maximum text maximum will increase to \$80 beginning with Fall 2003 adoptions.)
6. Supplemental texts not covered by the Textbook Rental guidelines may be ordered through the University Bookstore to be purchased by the students.
7. When a book is adopted for a course or section, the existing text used by that instructor or the previous instructor will be discarded. Options include:
  - a. Selling books to used book companies.
  - b. Selling books to students at a reduced rate.
  - c. Sending books to the academic department upon request. (These requests are subject to limitations determined by the wholesale value of the book.)
8. **Any textbook that has not been used for three years will be discarded upon notification of the department chairperson.** Exceptions may be submitted in writing to the Textbook Rental Director.
9. **Textbooks for graduate courses, workshops, seminars and other one-time offerings are not available through Textbook Rental.**

Revised January 2003