

PROCEDURE FOR OBTAINING DESK COPIES OF TEXTBOOKS

- I. Each instructor will be personally responsible for obtaining his/her complimentary desk copies of textbooks directly from the publisher.
- II. Form letters to be used for this purpose may be secured from the Division Office. (See attached)

A separate letter should be used for each book requested.
- III. In an emergency and when time does not permit the instructor to obtain a complimentary desk copy of an adopted textbook from the publisher, an advance copy may be obtained from the Bookstore.
 1. A copy of the Request for Desk Copy of Adopted Text must be executed by the instructor, approved by the Academic Dean and submitted to the Bookstore at the time the advance copy is picked up. (See attached)
 2. The instructor should immediately request a copy from the publisher.
 3. A replacement copy in perfect condition must be returned to the Bookstore before the close of the current school term.

If it is not the custom of the publisher to provide a complimentary desk copy of an adopted text, the cost will be charged to the Division's Instructional Materials budget account. However, if the publisher's policy is to provide complimentary desk copies and a replacement copy is not returned to the Bookstore, the total cost will be charged to the individual.