

Book Orders and Desk Copies

Book Orders

Soon after courses are assigned, which is early to mid-semester, instructors receive a book order request from the department Administrative Assistant. It is important for information to be returned promptly to the Administrative Assistant. All book orders should contain full bibliographic information and a full ISBN-13.

The department maintains a list of approved textbooks for the composition sequence (ENGL 1122, 1123, 1101, 1101P, 1102). Please consult this list (and accompanying policy) if you are teaching one of these courses. This document is available in the Department Policies and Procedures.

Desk Copies

When at least ten copies of a text are ordered for a class, publishers will often offer a free copy of that text to the instructor of the course. This is known as a desk copy. The Department's Administrative Assistant is happy to request desk copies of a required text for instructors if desired/requested at the time the book order is placed.

The department does not usually have the budget to purchase desk copies for instructors. Many of the smaller, independent publishers or publishers, like DC Comics which does not typically cater to higher education, will not provide desk copies. If you choose one of these texts, you may need to arrange for your own copy of this text.

Publishers are becoming more cautious with their desk copies and are tracking these requests with more scrutiny. You may not request a copy of a text that you previously received a desk copy for unless something has changed (edition, MLA update, etc.) about the text. As part of the check-out process a box is marked stating that the book we are requesting has not been received as a desk copy previously. If it is found that this box was marked fraudulently, the department could lose desk copy privileges from that publisher/institution. In some cases, desk copies that have been requested are not sent, due to "repeat" issues.

Older editions of texts are not eligible for desk copy requests and some publishers only provide E-books for their desk copies. The department Administrative Assistant will do everything possible to receive a requested desk copy for you, but the department never guarantees that a desk copy will be provided.