

DEPAUL UNIVERSITY



Desk Copies of Textbooks

Category: Operations

Responsible Department: Facility Operations

Responsible Officer: VP for Facility Operations

Effective Date: 1/20/2016

Policy Summary

This policy explains the requirements for ordering desk copies of textbooks.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty

This policy affects all faculty, as well as staff working in schools, colleges, and Academic Affairs departments.

Policy

Faculty should order their desk copies through the publisher well in advance of the new term. Desk copies are ordered by sending a letter to the publisher on department stationery, by contacting the publisher's local representative, or in many cases, contacting the publishers via a phone call. Publishers send the desk copy directly to the faculty member. Publishers will not accept orders for desk copies from the Bookstore.

If the desk copy does not arrive in enough time for the instructor to plan the course, a copy can be obtained (purchased) from the Bookstore. The desk copy will be charged to a department via its Procurement Card (Pro Card) or the instructors personal method of payment (cash, check or credit card).

When the complimentary desk copy is returned to the Bookstore in clean condition (including no publisher stamping) and within the publisher's return policy time frame, the Bookstore will issue a credit for the book back to the department's Pro Card or the instructors personal method of

payment (cash, check or credit card). The original receipt from the initial purchase must accompany the returned book.

Faculty needing assistance in researching books should use Barnes & Noble's Faculty Enlight text adoption tool located at www.facultyenlight.com.

Procedures

None

Divisional Collaborations

None

Contact Information

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Appendices

None

History/Revisions

Origination Date: 11/02/1992

Last Amended Date: 01/20/2016

Next Review Date: N/A