

How to Submit Textbook Requests

Five options, your choice

We offer five simple and convenient ways to submit your book requests. Choose the one that works best for you:

- Online** – The fastest and easiest way to submit book requests, accessible from the bookstore's website.
- Email** – Send us a quick email with your book requests for next term.
- Phone** – Give us a call and we'll take your request over the phone.
- Mail/Fax** – Mail or fax us your book request information on the Course Book Information Request form (or any piece of paper).
- Direct** – Drop off your request at the bookstore, or we'll even pick it up at your office if you prefer.

When submitting your request, remember to provide as much of the following information as possible:

- Your department
- Your course name
- Section number
- Author's name
- Book title
- Edition
- ISBN
- Is the book Required or Recommended

Using The Online Process

Using our online book request system gives you instant access to valuable information and time-saving features.

- Find out which texts were used, by course, over the past two years.
- Select previously used texts with just one click.
- Our smart search feature will help you quickly find the title you need from our database of over 250,000 titles. Just provide any portion of the book's information (ISBN, title, author name, etc).

Once we receive your request, you'll get an email confirming your submission was successful. To get started, follow the Faculty link from the top of your bookstore's homepage.

Connect to your network

The Faculty Center Network (FCN) is our fast, easy-to-use, and free online resource for researching textbooks. You can access FCN from the Faculty link of our bookstore website or by visiting, **facultycenter.net**.

Our commitment

Every student who wants a textbook can get it from the campus bookstore. Even if we have to special order a single copy we're happy to do so and there is never an additional or special order charge. Contact your bookstore or textbook manager any time if you have questions or need assistance.

When to Submit Textbook Requests

Why do we need textbook requests so early?

There are two primary reasons we need your textbook requests as early as we do:

- 1.** We share your goal of wanting students to be prepared with their books on the first day of class. Early book requests give us the time we need to find and purchase the appropriate inventory and stock our shelves.
- 2.** We want students to save money through our Cash for Books and Used Book programs and early book requests are a critical part of this process. When we get textbook requests early, we can offer students 50% for those titles being reused next term. Those books in turn become part of our used book inventory. Used books save students 25% over a the cost of a new book.

Early submissions save students money and keep our shelves stocked with the materials students need to succeed.

When should you submit your requests?

Book requests are typically due a few weeks before finals. Look for emails and other notices from the bookstore with the specific due date for the upcoming term.

How do you submit requests?

You can submit your requests using the method that's most convenient for you:

- Online** – Follow the Faculty link from your college bookstore's home page
- Email** – Email your request directly to the bookstore
- Phone** – Call us and we'll take your information over the phone
- Mail/Fax** – Send us your book information on the Course Book Information Request form (or any other piece of paper)
- Direct** – Drop off your request at the bookstore, or we'll even pick it up from your office

What if I want to research a new textbook for next term?

The Faculty Center Network (FCN) is our fast, easy-to-use, and free online resource for researching textbooks you may be considering. The FCN provides comprehensive information about nearly half a million different textbook titles. You can access it from the Faculty link on the bookstore's website or by visiting, **facultycenter.net**

Simplifying Textbook Search

Faculty Center Network

Choosing a new textbook can be an enormous challenge, especially with thousands of new titles published each year. The Faculty Center Network (FCN) can help simplify the process by giving you access to free, online information on more than half a million textbook titles. Every term FNC helps thousands of faculty members with their textbook selection.

A helping hand, at your fingertips

FCN's uniquely searchable interface makes it easy to search textbooks across a variety of disciplines. FCN's in-depth searching capability gives you access to an abundance of useful information including:

- Lists of other titles published in your discipline
- Names of the schools using each title
- How often different titles are used
- Peer reviews
- Book previews

FCN also lets you preview key content elements of each title including:

- Book cover
- Table of contents
- Author's biography
- Book excerpts and summaries

With FNC you can even request a publisher's desk copy of your chosen title.

How to use FCN

To get started go to www.facultycenter.net, register (or log-in), and start exploring. For more information on FCN or other bookstore services, contact your campus bookstore or click the Faculty link link at the top of your bookstore's website.

Understanding Textbook Rentals

Why rentals?

Textbook rentals are a great way for students to cut their textbook expenses without compromising their educational experience. Textbook rentals save students more than 50% over the cost of buying a new, printed textbook.

Do students like textbook rentals?

YES! More than 90% of students who previously rented from their campus bookstore said they liked the convenience and cost savings of on-campus rentals and would rent from their campus bookstore again.

How does renting differ from owning a textbook?

There are very few differences between owning and renting – except the books must be returned to the bookstore at the end of term....and students save a bundle. Our rental program was designed to maximize flexibility, convenience, and cost savings.

With our rental program students can:

- Pay their rental fees using any tender already accepted by the the bookstore (excluding PayPal)
- Take notes and highlight pages
- Return the book for a full refund during the add/drop period
- Convert their rental into a purchase during the first two weeks of class

How long is the rental period?

Our rental program lets students keep their books until the end of finals. Students can return books to the bookstore in person or through the mail.

What if the book is not returned?

If the book is not returned or is returned in unusable condition, the student will be charged replacement and processing fees.

How you can help?

Contact the bookstore to discuss if your books would be good candidates for the rental program. If your textbook materials are included in the rental program, please let your students know on the first day of class. Many students who may have hesitated to purchase, will gladly rent their textbooks to save money.

Exploring your Alternatives

Tailor your educational approach

We offer an ever-expanding array of options to meet your course needs including: textbook bundles, eTextbooks, and custom texts. Let us help you explore the range of alternatives available or we can just show you how these alternatives could enhance your students' academic experience. Below is information about just a few of the formats we offer.

Textbook Bundles

Bundles are textbooks that are packaged together with supplemental items, including DVDs, study guides, online access codes, and workbooks.

BENEFIT: May enhance the students' experience.

LIMITATION: Multiple components increase costs and may not always be eligible for purchase through our Cash for Books program (buyback).

If your chosen text comes with supplemental materials that you won't use, we can help by providing less expensive, unbundled components or other formats.

Custom Texts

Custom texts are printed books comprised of select chapters and other materials requested by the faculty member.

BENEFIT: Addresses course-specific needs and objectives.

LIMITATION: Requires longer lead time.

If you are considering a custom text, contact the bookstore as soon as possible. Producing custom texts takes additional time. Note: Due to the course-specific nature of these titles, students cannot typically sell custom texts back to the bookstore.

eTextbooks

Today we offer thousands of eTextbooks and more than two million eBook titles. Our eTextbooks are accessed using free software that downloads to the PCs and Macs students already own - no special reader device is necessary. eTextbooks save students up to 50% over a new printed book.

BENEFIT: Engaging learning experience and significant cost savings.

LIMITATION: Some titles are subject to printing/copying restrictions or are only accessible for a defined time period (e.g. single term).

If you want to learn more about eTextbooks, or to find out if your preferred titles are available in a digital format, please contact the bookstore.

**Book bundles, custom texts, and eTextbooks
are just a few of the formats available through the campus bookstore.
Contact us to learn more about all the options we offer.**

Understanding Textbook Pricing

Keeping it all affordable

The campus bookstore is committed to finding ways to reduce the financial impact of rising textbook prices for students. That is why we offer so many cost-cutting options including:

Used books – Students save 25%*

Cash for Books program – Students get up to 50% back for their unwanted books

eTextbooks – Students save up to 50%*

Rented textbooks (where available) – Students save more than 50%*

Unbundled textbooks (where available) – Students have the option of purchasing the textbook alone, without the cost of the additional components

* over the cost of a new, printed textbook

How can you help keep textbook prices low?

Faculty members play a key role in keeping textbooks more affordable. How?

If we know a title will be used next term, we can pay students top dollar (up to 50%) for those books through our Cash for Books program. Then, we can sell those books to students next term at a 25% savings. The earlier we know which titles will be reused, the more books we can buy back, and the more money we can save students. But the essential element in this textbook pricing equation is the early submission of textbook requests.

We will keep you up-to-date on deadlines and do everything we can to make it easy for you to get your book requests in early.

Why are textbook prices so high?

Several factors contribute to rising textbook prices, not the least of which is the relatively small market for textbooks as compared to the general reading market. Additionally, many people claim a share of each textbook dollar as the title makes the journey to our shelves: (Approximate numbers)

- **9%** to authors, sometimes several of them, who spend huge amounts of time and energy creating the content
- **67%** to publishers, who shoulder the largest cost in design, development, printing, and advertising
- **2%** to freight companies for shipping, fuel, and the cost of delivery
- **12%** to the college bookstore for retail distribution, salaries, operations, and marketing costs
- **10%** goes back to your school to help fund important programs, scholarships, and defray expenses