

Textbook Ordering Policy

(December 3, 2009)



Related Policies

Support for Professional Program

Effective: Spring 2010

Last Updated: December 2009

Responsible University Officer:

Senior Associate Dean for Professional Education

Policy Owner:

Office of Professional Curriculum

Policy Contact:

Director of Professional Curriculum

Textbook Ordering Policy

If textbooks (required or optional) will be used for your course, there are two procedures to follow. Twin Cities is responsible for ordering books for Twin Cities students, and Duluth is responsible for ordering books for Duluth students.

Textbook Ordering Procedure

For Twin Cities Bookstore orders, please follow the guide to online ordering (below).

For Duluth bookstore orders, Laurie Fosnacht (lfosnach@d.umn.edu) sends an email to all faculty associated with each course (TC and Duluth) requesting textbook information. She then sends the information to the UMD Bookstore.

The deadlines for ordering textbooks are much sooner than for the course packets as the Bookstore allows time if the publisher has items backordered. **Generally, the deadline for submitting textbooks is the second week in April for Fall Semester, and the second week of October for Spring Semester.**

Here is a Guide to Online Textbook Ordering:

If you are not already a registered user, please contact the Faculty Textbook Office to establish your user ID (612-626-9484) or textbook@umn.edu.

°From the U of M Bookstore web site, click on "Faculty", then "Course Adoptions" and then on "Create a Requisition".

°From "Create a Requisition", enter your login and password.

°Choose your department from the drop down box and click "Go".

°Fill in the boxes with asterisks next to them. Select the "Term" and click "Submit".

°Choose your course number and click "Submit".

The following steps add books to your requisition. Accuracy is very important. Please let us know if you are unsure about identifying the correct book.

°Click "Add Books" at the top of the page. First, the course history is displayed which allows you to see previous texts requested for your course; you may add these texts and/or go on to search the database for additional books.

°Click "Add" if your book is listed in the column on the left.

°If you cannot find the books you want in the "History" column, click on "Search Database".

° When you have the results of your search, click "Add" to add the book to your requisition.

NOTE: If you cannot find the book you want, just click on "Enter the Book Manually" at the bottom of the page, and enter the information requested.

For each book you select, complete the left hand column.

°Choose "Required" or "Optional".

°If you know the next term and the first week the book will be used, please provide us with that information.

°The quantity requested cannot be changed at this point.

°You may enter special instructions for this book in the box provided.

°You must click "Enter Book" to attach the book to the requisition.

IMPORTANT: If you want the newest edition of the title you selected, indicate so in the "Special Instructions" box.

* Repeat this process for each additional book.