

**University District Bookstore
601 Cooper Street
Camden, NJ 08102
856-968-1200**

October, 2009

Dear Faculty Member,

Now is the time to coordinate textbook ordering for the Winterim Session 2010. Enclosed are the Course Adoption Forms. Please take a moment to complete one Course Adoption Form for each course that you are teaching. **All forms should be completed and returned to the Bookstore no later than Thursday, October 29, 2009.** Please adhere to this deadline to avoid any inconvenience to you and to our students.

In order to keep errors to a minimum, it is necessary to include the following information for ALL books ordered:

- Author
- Title
- Publisher
- ISBN number
- Edition and year of publication

For courses that require no text or other course materials – please write “NO TEXT” on the course Adoption Form and return it to the Bookstore.

If you are planning to use copyrighted material it is vital that you gather the pertinent information and forward it to us as soon as possible. Material requiring copyright clearance normally takes four to six weeks to process. As you may know, the Campus Printshop is no longer in operation. We will be using an outside service for copyright clearance and duplication services.

If you would like to submit your order via the store web site, the address is:
www.rutgers561.bkstr.com; select: STATE = NJ; and INSTITUTION = RUTGERS-CAMDEN.

Please free free to contact me with any questions.

**Jamal H. Parker, Textbook Manager
856-968-1200
Email: 0561txt@fhcg.follett.com**

DESK COPY REQUEST FORM For Adopted Textbooks Only

Publishers are pleased to provide desk copies of any adopted text plus requested available supplements such as instructor's manuals, solutions manuals and test blanks when sufficient quantity of texts are ordered directly from the publisher. Review, complimentary or on-approved copies must be requested on campus departmental letterhead.

Please send this desk copy request directly to the publisher or to its local representative.

Date: _____

To: _____

Your book: Author: _____

Title & Edition: _____

ISBN: _____

Has been adopted for my course number: _____

Which has the course title of: _____

as a (please indicate one)

_____ Required textbook

_____ Recommended or Optional textbook

This course is scheduled to begin on (calendar date or year and term): _____

I have advised the local bookstore(s) that the estimated enrollment will be: _____

Name of bookstore where orders have been placed:

Name: _____

Position: _____

School: _____

Department: _____

School Phone #: _____

Address: _____

City, State & Zip: _____

Office Hours: _____

With this request, please send me the following supplements: _____

I have not previously received a desk or complimentary copy of this text.

Name: _____
(print clearly)

Signature: _____

Mail completed form to: University District Bookstore, 601 Cooper Street, Camden, NJ 08102
(Winterim10/Faculty Packet-4-BookstorePlanningForm1)