

MEMORANDUM

**Subject: TEXTBOOK ORDERS
FALL 2016**

Date: March 14, 2016

PLEASE USE ONLY 13 DIGIT ISBN #S

Blank copies of the textbook order form are attached for your course(s). Please complete the form(s) and return them to me by FRIDAY, APRIL 1 in Ballantine 742. You may also email the author, title, ISBN#, and the publisher to me at nashley@indiana.edu. Please indicate if the text you are using is an electronic version. It is helpful if you let me know if you are using a course packet with your texts, or instead of texts, so the bookstores will reserve space on the shelves for them.

IMPORTANT REMINDERS

1. **Desk Copies.** Always indicate whether or not you will need desk copies in the far column, either for yourself or for course assistants (depending upon enrollment). If you do not provide this information, we will assume that do not need any desk copies.
2. **Provide all information requested.** If you need an ISBN # or want to inquire about the active status of a title, type in the following web address: (www.booksinprint.com). *Remember that ISBNs change with each edition or change of publisher.*
4. You will be notified throughout the ordering process of any ISBN number/edition/publisher changes for your approval.

THANK YOU FOR YOUR COOPERATION