

COURSE BOOK INFORMATION REQUEST

INSTRUCTIONS:

1. This form lists the books that were used for this course in a previous term.
2. Please verify and complete the shaded current term course information. Be sure to specify the estimated enrollment and whether the course is a continuation from the previous term.
3. Please review each title in the book information area and complete the shaded columns on the right.
 - a. circle Yes/No to indicate if the book is to be used for the current term
 - b. circle RQ/RC to indicate if the book is required or recommended
4. If additional or different titles are being requested, please list them at the bottom of the form or on the attached blank form.
5. The pre-filled "required" and "sold" columns are informational to show prior sales history for each title.
6. Note: Paperbacks will be ordered when available unless otherwise specified.

FOR
PHONE

TERM

CONTACT

PREVIOUS TERM	DEPT/COURSE	SECTIONS	LOCATION	PROFESSOR
CURRENT TERM:	DEPT/COURSE	SECTIONS:	LOCATION:	PROFESSOR:
EST. ENROLLMENT:	Continuation Class, Please Circle YES or NO			

AUTHOR	TITLE	EDITION	PUBLISHER/ISBN	REQ'D PREV. TERM	SOLD PREV. TERM	USE THIS TERM	REQ'D or REC'D

Comments? _____

Your prompt response will assist us in having your course books on our shelves when classes begin. Please return form by _____

PLEASE NOTIFY US IMMEDIATELY IF ANY OF THIS INFORMATION CHANGES OR IF THE COURSE IS CANCELLED.

Thank you.

BOOKSTORE USE:		
Date Rec'd	Course schedule	Researched
Adopted	Shelf tag	Reconciled

Please provide us with the following information:

Faculty Signature	Date	Office phone	Home phone
Department contact		Department phone	