

# Textbook Requisition Form

ASMSA Library

To facilitate your textbook order, please fill this form out as completely as possible.

## HOW TO FIND TEXTBOOK

Try the following sites first::

[www.educatorsbook.com](http://www.educatorsbook.com)  
[www.amazon.com](http://www.amazon.com)

For used textbooks, try the following:

[www.fes.follett.com](http://www.fes.follett.com)  
[www.academicbookservice.com](http://www.academicbookservice.com)  
[www.textbooks.com](http://www.textbooks.com)

\*When requesting textbooks, remember to *check the number of copies available* using the above sites. Used textbook vendors will offer a limit on the number available.

## PLEASE NOTE:

Avoid ordering directly from a publisher. Many publishers do not sell books directly anymore, and prices are often cheaper from a vendor.

## WHEN WILL THE TEXTBOOK ARRIVE?

An email will be sent once the textbooks have arrived and been catalogued. If further information is needed about the status of an order, please contact:  
Tina Sisson (5150)  
Alaine Martaus (5250)

## THIS TEXTBOOK IS

A new book for a new course:

\_\_\_\_\_ (please provide course title)

A new book for an established course:

\_\_\_\_\_ (please provide course title)

A book already in use for an established course:

\_\_\_\_\_ (please provide course title)

IS THE TEXTBOOK OUT OF PRINT? \_\_\_\_ Yes \_\_\_\_ No

**PLEASE NOTE:** Out of print books cannot be ordered unless the textbook is already in use for an established course. Use the websites to the left to determine if a book is or is not out of print.

## WHERE DID YOU ACCESS THE TEXTBOOK INFORMATION?

Educator's Book Depository

Amazon.com

Publisher: \_\_\_\_\_

Other: \_\_\_\_\_

## BIBLIOGRAPHIC DATA

- All of this data must be present before handing in the requisition. •

ISBN: \_\_\_\_\_

Complete Title: \_\_\_\_\_

Subtitle: \_\_\_\_\_

Authors: \_\_\_\_\_

Publisher: \_\_\_\_\_

EDITION: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

COST PER BOOK: \_\_\_\_\_

NUMBER REQUESTED: \_\_\_\_\_

Faculty Member Name (Please Print)

Faculty Member Signature & Date

Department Chair Signature & Date