Finance & Operations Auxiliary Services Policy
Desk Copy

SUBJECT: Textbooks

PURPOSE: The purpose of this policy is to provide a uniform procedure for faculty members to order desk copy textbooks.

APPLICABILITY: This policy is applicable to faculty and to those university administrators involved in overseeing the ordering of desk copy textbooks.

CONTENTS: 1. Definitions 2. Process

1. Definitions

Desk Copy – Hard copy of the specified textbook that the faculty can use for material purposes.

Barnes and Noble Bookstore – Barnes and Noble Bookstore is the official bookstore of the SHSU and is located in the Lowman Student Center. The staff of the campus bookstore will be able provide assistance as to the availability of a text or particular edition and/or other textbooks related inquiries.

SHSU Textbook Custodian – The Office of Auxiliary Services is the designated SHSU Textbook Custodian. It serves as the point of contact for all requests and/or inquiries regarding adoption information, including public records request on textbook adoptions.

2. Process

Complimentary desk/review copies for faculty members may be requested by directly contacting the publisher before classes begin. If a desk copy does not arrive in time, a textbook may be acquired by emailing bearkatbundle@shsu.edu and requesting a loaner copy of the textbook. Once approved by the Office of Auxiliary Services, the textbook may be picked up from the bookstore at no charge at that time. Upon receipt of the desk copy from the publisher the instructor may return the textbook to the SHSU Bookstore in the same condition and the school/program will be credited for the original charge. Failure to return a loaned desk copy will result in a charge to the department.

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