

TEXTBOOK REQUISITION

Langara College Bookstore

For year 20____, Semester: Spring Summer Fall

Department:	
Course:	
Section:	

Anticipated Enrolment _____

Instructor Name:	
Phone:	
Email:	

Note: If you are requesting courseware, a **Coursepack Production Requisition** and **Copyright Permission Request & Self-Tracking Form** must also be filled out. See attachments.

Author	Title	ISBN	Edition	Publisher	Status

Additional Notes: Please note if a peripheral component is required or not required (iClicker, CDs, codes for online homework system)
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Save and email this completed form to the Bookstore Buying Office bookstore@langara.ca

Instructor Name/Signature

Date

REQUISITION INSTRUCTIONS

Langara College Bookstore

Use one requisition per course, unless you are using the same course materials in multiple sections.

If the course is a continuation of a previous course (i.e. BIOL 1215 follows 1115) and the same materials are being used, please submit an order with “0” (zero) anticipated enrolment.

If no course materials are being used, please specify “No Text Required” on the form.

Selecting the status of your course material:

Required (Req)	Choose One (Cho)	Optional (Opt)
Course material is necessary for students to successfully complete the course. Readings and/or homework is assigned from required material.	If there are multiple formats of the same materials, students can “choose one” of the options. For example, choose one between a bound textbook and an eText, or a loose-leaf package w/ MyLab and an eText w/ MyLab.	Optional, or recommended, material is supplemental to student learning. Valuable aids such as study guides or student solution manuals.

List **all course materials** (e.g. textbooks, study guides, student solution manuals, dictionaries, kits, etc), required or optional, for each course. Specify if a **peripheral component** (e.g. codes for online homework systems, CDs, iClickers) is **required** or **not required** for your course.

OPEN EDUCATIONAL RESOURCES (OER)

If you are using an Open Educational Resource, please provide the Bookstore with the link. Links can be added to the students’ textbook list. If you would like the Bookstore to carry print copies of the OER material, please submit a coursepack production requisition and list the selected chapters you would like printed.

COURSEPACK

Complete the following forms to request coursepack:

1. Textbook Requisition Form with ‘coursepack’ listed as required or optional.
2. Coursepack Production Requisition
3. *Copyright Permission Request & Self-Tracking Form

*Copyright Permission Request & Self-Tracking Form is not required for OER. Please indicate OER on the Courseware Production Requisition.

Submit all coursepack materials and forms to the Bookstore Buying Office.

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