

TEXTBOOK REQUISITION

Langara College Bookstore Semester: _____

Course: (name & #) _____

Section #(s): _____

TO BE RETURNED BY: _____

Instructor's Name: _____
(please print)

Phone #: _____

Term's anticipated enrolment: _____

For Bookstore Use	
Received	_____
Entered	_____

Author	Title	ISBN	Edition	Publisher	Please Mark ✓	
					Required	Optional

Special Notes

<p>Courseware: Please indicate if courseware is:</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Revised</p> <p><input type="checkbox"/> Reprint of _____</p> <p><input type="checkbox"/> Yes, sent Courseware Production Requisition to Joyce Robson</p>

Signature: _____

Date: _____

See next page for Ordering Instructions

Ordering Textbooks, Supplies, and Courseware

1. Please submit a **separate Textbook Requisition form for each course**. There is no need to send a separate order form for each section of the same course if the books being used are the same. *Forms are available in the Mailroom or call Tracy in the Bookstore on ext 5202.*
2. Please include **all supplies required** (or optional) for each course (e.g study guides, student solutions manuals, lab manuals, dictionaries, dissection kits etc.)
3. If a course is a **continuation** of a previous course (i.e Biology 1215 follows 1115) and if the same text(s) or courseware are being used, please submit an order with "O" (zero) anticipated enrollment.
4. If your anticipated **enrollment changes** after you have submitted your Text Requisition, please notify the Bookstore so that we can place additional orders.
5. For Langara **Courseware** (i.e. readings and/or course notes which are printed at the Langara PrintShop for resale in the Bookstore), you need to complete 3 forms:
 - a) Include the Courseware information on your *Textbook Requisition* (overleaf);
 - b) Check the *Courseware Production Guide* for procedures for new, revised and reprints and complete a *Courseware Production Requisition* (replaces the Duplicating Requisition form);
 - c) **Access Copyright** (formerly CANCOPY) form, where applicable, with b);

Copies of all forms can be found in the Mailroom, along with the Courseware Production Guide.
6. If you are not using any texts or courseware, please tell us that **none are required**.
7. If you are **evaluating a new text**, please do not submit a Textbook Requisition for that text until you are sure you will be using it. If you know some, but not all, of the texts that you wish to use for a particular course, please submit a Textbook Requisition to order the books that you are sure of, so that we can start working on them, and send us the remainder later.
8. If you need **desk copies** of new texts, we will be pleased to help you obtain them from the publishers. Please call Tracy on 323-5202. Or you can order directly by checking our website (www.langara.bc.ca/bookstore/) for publishers' reps listing.
9. **CDs**– if a CD or floppy disk is included with the text, be aware that some students may not have their own computers and will not be able to download the CDs on College computers, due to security restrictions and a shortage of CD-Roms at the College. It is also very useful if you can tell us whether or not the CD is **essential**.

Thank you !