

Procedure 4.0106

Desk Copies Procedure

The instructors shall contact the book company to request copies. The instructor should receive the copy by the time it is needed. If, for some reason, the instructor does not receive a copy, the following steps should be taken:

Complete a Supplies and Materials Requisition Form to purchase the book from the department's budget and bring the requisition to the Bookstore in order to get a copy of the book. The requisition should list the College Bookstore as the vendor. The Bookstore Manager will hold the requisition for two weeks to allow additional time for delivery from the book company. When the desk copy comes in, the instructor should bring it to the Bookstore, and the requisition will then be voided. If the desk copy is not brought to the Bookstore by the end of the two week period, the requisition will be processed as a usual Supplies and Materials requisition through the Business Office.

Instructors may provide sample desktop copies to the library for student use. (Faculty will not sell texts to our students.)

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Services and Resources Policy](#)

History

Senior Staff Review/Approval Dates: 11/6/13

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

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