

INSTRUCTIONS FOR PRINTED TEXTBOOK REQUISITIONS

Dear Faculty Member,

PREPRINTED requisition forms for your scheduled courses are sent to many of you through your division office about two weeks before the due date. Books or supplies listed, if any, were used for the course in a previous term. New editions now available for any title will be listed, if we are aware of it.

Instructors in Business-CIS, Math-Science, and PE-Athletics will NOT RECEIVE PRINTED FORMS. Your division has elected to use the online requisition system. Submit online at www.solano.edu/bookstore: click on “*For Faculty*.”

SUMMARY OF INSTRUCTIONS, PRINTED FORMS

1. **VERIFY THE COURSE INFORMATION AND EDIT IF NECESSARY.** If you do not know your section numbers, simply tell us *how many* sections you teach. If we attached labels showing CRN numbers, they were the ones listed in the campus system for you at the time the forms were prepared.
2. **IF YOU WILL USE A PRE-PRINTED ITEM LISTED, CIRCLE “Y” IN THE “RE-ADOPTED” COLUMN. IF NOT, CIRCLE “N” or cross it out.**
3. **WRITE IN ADDITIONAL BOOKS OR SUPPLY ITEMS YOU NEED FOR THE CLASS—BE SURE TO INCLUDE ISBN FOR BOOKS, or as much information as you know to help us identify the item..**
4. **INDICATE WHETHER EACH BOOK, SUPPLEMENTAL ITEM OR PACKAGE IS REQUIRED OR OPTIONAL.** Show an *optional* book by circling or writing “Y” for “Re-adopted,” and “N” in the “Required” column.
5. **IF SUPPLEMENTAL MATERIALS ARE LISTED WITH A TEXTBOOK ITEM BUT ARE NOT REQUIRED, SHOW THE TEXTBOOK BY ITSELF AS REQUIRED AND PACKAGES WITH EXTRAS AS OPTIONAL**
6. **INDICATE THE NUMBER OF STUDENTS YOU BELIEVE WILL NEED TO BUY THE BOOKS IN THE COLUMN “ESTIMATED ENROLLMENT.”**
7. **AT THE BOTTOM OF THE PAGE, PLEASE WRITE IN YOUR E-MAIL ADDRESS AND BEST PHONE NUMBER FOR US TO CONTACT YOU, SIGN AND SUBMIT TO DIVISION OFFICE.**

For more detailed instructions, please refer to the next page.

Jeff Yterdal
Bookstore Manager
707-864-7000 x4438

SUBMIT YOUR REQUISITIONS ONLINE!

<http://www.solano.edu/bookstore>

Click on “*For Faculty*”

Instructions for Completing Textbook Requisitions

Section Numbers: If you do not know the section (CRN) number(s) for your classes, simply use a single-digit number equal to how many you have. We will attach your book orders to the correct section (CRN) numbers.

Specifying ITEMS needed: For each correct book/supply item listed, circle “Y” in the “*Re-Adopt?*” column. To drop an item listed, simply line it out, and/or circle “N” in the same column. If titles are listed both with and without supplemental materials, such as CDs, please indicate clearly which combination is required. Note: some books are sold by the publisher with additional items, such as CDs or access codes, in a package, but separate books may be available new or “used” without them.

To add a new book, write in the book information on a blank line. Be sure to list **author, title, publisher, edition, and ISBN**, or as much as you know. The **ISBN** is a ten- or thirteen-digit number unique to each book or set of books (and each separate edition), and can generally be found on the back cover or on the copyright information page of the book. Note: an instructor’s edition may have a different ISBN than editions sold to students!

Total Req. column: This is the maximum enrollment (from campus system).

Estimated Enrollment column: Please estimate the number of students you believe will need to buy the book. We use this, plus current inventory, buy back, history etc. to determine order quantities.

Important: We do not automatically use the “maximum enrollment” figure.

Required or Optional: For books being used, circle or write “Y” for Yes, in the “Required” column. For optional books, circle or write “N.”

Special Student Packages: If you have arranged with a publisher’s representative to sell specially packaged books, please let us know. Note that packaging may affect prices we can pay students at buy back, and the availability of used books for your students. *Note: ISBNs for packages are different than for individual books in a package.*

Supplemental Books or Computer Software: We can carry books or software students may need in addition to those used for specific courses. You may add them to your book requisition form as recommended books, or contact Frances Mason at x436.

Required Supplies: If your students will need supplies for your class, contact Juan Valenzuela, Supplies Buyer, at x4570. Please also write that request on you book requisition, or attach a memo specifying your needs. If you use a Scantron test form in your class, please list it on your textbook requisition. There are many different Scantron forms, so please specify the form number.

If you need help with desk copies, contacting a publisher, or if you have questions or need other information, see our “For Faculty” web page, or contact:

Jeff Yterdal x4438, Dawna Murphy x4346, or Thomas Trujillo, Jr., x4437

THE FACULTY CENTER NETWORK HAS BEEN UPDATED AND IMPROVED!

Get the user name and password from division or bookstore office.