

Textbook Request Procedure

Purpose: The CEHD encourages the usage of the UND Bookstore (currently operated by Follett) as the primary source for textbook adoption. This keeps costs low and gives students the opportunity to charge their books to their UND student account in order to use their financial aid to help pay the cost. In addition, faculty textbook inventory of the College must be tracked and reported for financial and insurance purposes. This procedure promotes good stewardship of University funds by reducing the expense of textbook purchases.

Contacts:

For Textbook Ordering Questions	Deby Radi Inventory Coordinator	deborah.radi@UND.edu 701.777.3661 Education Room 23
For Discover Follett Assistance	UND Bookstore	https://und.edu/academics/ttada/academic-technologies/follett-discover.html

Resources:

[Follett Discover](#)
[Guide to Follett Discover for Faculty](#)
[Guide to Follett Discover for Department Concierges](#)
[Faculty Benefits video](#)
[Follett Demo Videos](#)

Procedure:

Ordering Textbooks – Desk Copy

When a faculty member needs an instructional copy of a textbook, the following procedure should be followed:

1. Faculty member check Discover Follett to determine whether there is an option to request the textbook through the site. If so, request through the site.
 - a. If Discover Follett does not provide the option to request, faculty should contact the publisher to inquire whether a free desk copy is available for the course. If so, the faculty member can order the desk copy and have it shipped directly to them.
2. If a complimentary book is not available, the faculty can request to order the book from a vendor following these steps:
 - a. To order the book, complete the [CEHD Textbook Request Form](#)
 - b. The request form will be routed to the Department Chair for approval.
 - c. Upon approval, the CEHD Inventory Coordinator will receive a copy of the approved form.
 - d. The Inventory Coordinator will order the book through UND Marketplace (Jaggaer).
 - e. The textbook will be shipped to the Inventory Coordinator in order to be properly receipted.
 - f. Upon receipt, the Inventory Coordinator will contact the faculty member to arrange pick up/delivery of the textbook.

Note: Faculty should not purchase books on their own and request reimbursement. UND follows best business practice of paying vendors directly rather than issuing reimbursements to individuals.

Ordering Textbooks - GTA's

The same steps as above should be followed to order textbooks for GTA's.

Note: Upon completion of the course, the GTA should return the textbook to the Inventory Coordinator, Deby Radi.

Textbook Adoption

Faculty should refer to the [Follett Discover](#) page for information and instructions on how to adopt textbooks for their classes.