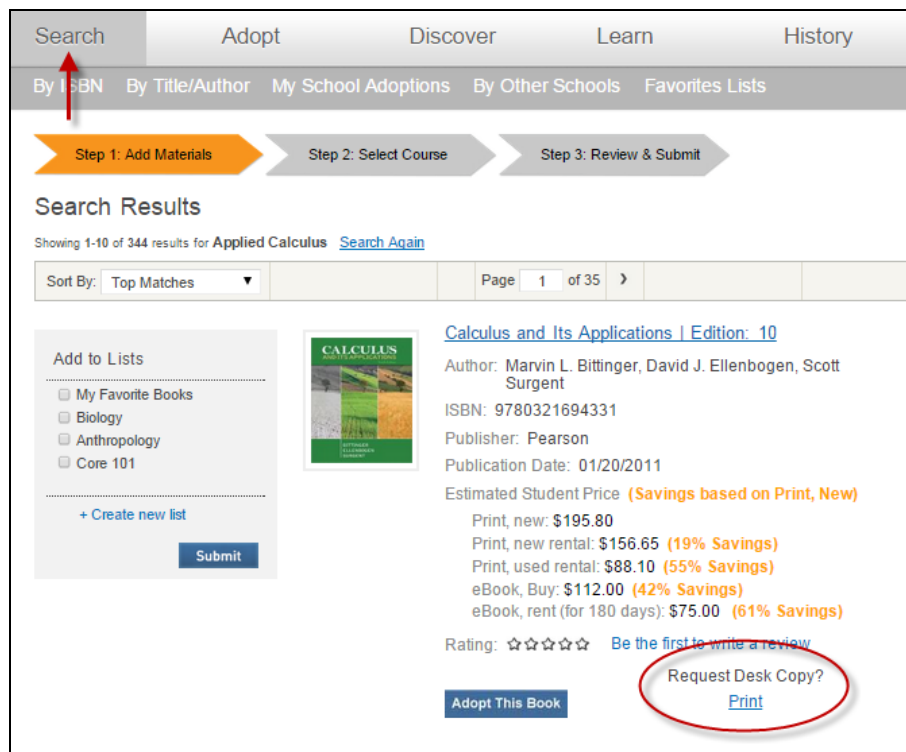


Requesting a Desk Copy in *FacultyEnlight*

How to Request a Desk Copy

1. To request a Desk Copy in *FacultyEnlight*, you must be a signed in, registered user. Once signed in, use the Search function to find a title, and you will see the option to request a Print Desk Copy in the search results.
2. Once you have found your title, you will see “Request Desk Copy? Print” located at the bottom of the title’s details. Click on the blue “Print” link to request a desk copy. (Note: digital desk copies are currently unavailable through *FacultyEnlight*.)



The screenshot displays the FacultyEnlight interface. At the top, there are navigation tabs: Search, Adopt, Discover, Learn, and History. Below these are search filters: By ISBN, By Title/Author, My School Adoptions, By Other Schools, and Favorites Lists. A progress bar indicates three steps: Step 1: Add Materials (highlighted in orange), Step 2: Select Course, and Step 3: Review & Submit. The main content area shows search results for 'Applied Calculus'. A sidebar on the left allows adding items to lists like 'My Favorite Books', 'Biology', 'Anthropology', and 'Core 101'. The main result for 'Calculus and Its Applications | Edition: 10' includes the book cover, author names (Marvin L. Bittinger, David J. Ellenbogen, Scott Sargent), ISBN (9780321694331), publisher (Pearson), and publication date (01/20/2011). Pricing information is provided for print and eBook versions, with savings percentages. A red circle highlights the 'Request Desk Copy? Print' link at the bottom of the book details.

3 Ways to Create a Request

When you request a Desk Copy, these requests will be sent to the publisher in one of three ways.

1. If we have the publisher’s email address on file, clicking the Desk Copy Request link will bring you to a form within the *FacultyEnlight* site. This form should be filled out online and the information will be sent to the email address on file. You will receive a confirmation email that the form was sent.
2. If the publisher has their own Desk Copy Request site that is preferred, you will be redirected to the publisher’s website. Please follow the directions on the site to request your desk copy.



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3. If we have neither the publisher's email nor their website address on file, you will see a PDF form open in a new tab or window. This form must be filled out and emailed, faxed, or mailed directly to the publisher.

Online Form

Desk Copy Request Form

Print Desk Copy Request.

Title:

First Name: *

Last Name: *

Email Address: *

Confirm Email Address:

Telephone Number: *

Address Line1: *

Address Line2:

Address Line3:

City: *

State: *

Zip Code: *

School: *

Term: *

Department: *


Course: *

Expected Enrollment: *

Supplemental Information:

I have not previously received a desk or complimentary of this course material and I agree not to sell the requested materials.

PDF Form

 **Desk Copy Request Form** **BARNES&NOBLE**
For adopted course materials only **bncollege**
Please type or print.

Publishers are pleased to provide desk copies of any adopted course materials plus requested available supplements such as instructor's manuals, solutions manuals, and test banks when sufficient quantity of course materials are ordered directly from the publisher. NOTE: Review, complimentary, or on approval copies must be requested on departmental letterhead.

Please send this Desk Copy Request Form to the publisher or to your publisher representative.
(Requests are subject to review by your local publisher representative.)

To: _____ Date: _____

Course material: Author _____ ISBN _____
Title and Edition _____
_____ course title
has been adopted for my course # _____ as a (please indicate one) Required course material Recommended or Optional course material

With this request would you please send the following supplements: (Please be specific, i.e. ISBN number, etc.)

Please provide web-based instructor resource access: yes no
Faculty e-mail address must be provided below if checking yes.

This course is scheduled to begin on (calendar date or year and term) _____
I have advised the local bookstore(s) that the estimated enrollment will be _____

Faculty Member Information:
Name _____ Position _____
Department _____
School _____
Address _____
City/State/Zip _____
Phone _____ E-mail _____
Office Hours _____

I have not previously received a desk or complimentary copy of this course material and I agree not to sell the requested materials. (Signature of faculty member is required.)
Please sign: _____

Instructional Resources For Faculty Pamphlet
Need help finding your local rep or the publisher's web site where you can order desk copies online? You can find this information in the Instructional Resources For Faculty pamphlet, available from NACCS. Check with your college store staff to see if they can provide you one, or visit www.naccs.org/naccs_store/ to order one.
*Not every publisher is listed in the IRFF, but most major publishers are.

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Following Up On Requests

After submitting a desk copy request, if you have not received your request or heard from the publisher, please follow up with the publisher directly to find out the status of your request.

1. If you submitted a request using the **online form**, you can find the publisher's contact information in the confirmation email you received for your request.
2. If you submitted a request through the **publisher's website**, you should be able to find the correct contact information on their site.
3. If you used the **PDF form** to submit a request, you can search for the publisher's contact information online, or ask your bookstore manager for assistance.

Questions?
Contact your Store Manager.

