**Notes**

**Textbook ordering**

**August 1, 2019**

1. Book order dates: These are up for each quarter on the For Faculty link of the bookstore’s website. Submission of book orders on time is needed in order to make students aware of course costs. And the earlier book orders are submitted, the more used copies of the book that the bookstore can find and have on hand for students.

Note that fall quarter due dates are in May, and so should be done before faculty leave for the summer. Program directors should send out a reminder email to faculty about submitting book orders in advance of the due date.

Book orders for winter quarter 2019 will be due the third week of fall quarter.

1. Adjunct faculty: Adjunct faculty without access to the online ordering system through my.evergreen.edu can send book orders by email at textbooks@evergreen.edu. They should include author, title, ISBN, and publisher along with the number of students in the course.
2. Tacoma: Faculty ordering books for a Tacoma course do so using the same system as for courses at Olympia. Students can order books online through the bookstore’s website. The bookstore will deliver books to Tacoma the first week of classes each quarter, where students can pick them up. In addition, students can order books online through the bookstore and have them shipped to a home address via UPS (for an extra fee) or they can ship them for free to the Tacoma site. Tacoma staff will contact the student when the books arrive and hold them for pick up at the front desk.
3. Unsold books get returned to the publisher during the sixth week of each quarter. Faculty are notified about this so they can alert their students.
4. Note that older editions of books are often not available, particularly if they are more than one or two editions out of date. Hence, using these editions may be more costly than using a current edition.