

October 8, 2004

To: Duke University Faculty Members

From: Bob Walker, General Manager
Textbook and Medical Center Bookstores

Re: Spring 2005 Textbook Requisitions

With this letter you will find textbook requisitions for ordering Spring Semester books and materials. Please complete and return your requisitions to the Textbook Store by **October 29, 2004**.

You are welcome to submit your order by phone (684-6793), fax (684-8619), email (textbook@notes.duke.edu) or online at our Faculty Resource Website www.dukestores.duke.edu/textbook.html and click on the **Faculty Resources** link. We have recently added an On-line Instruction Manual, which contains detailed, step-by-step instructions for submitting your requisitions via the web site.

Please note: All online requisitions are confirmed by email. If you do not receive a confirming email, it is possible that your requisition was not completely processed. If this occurs, please contact the Duke Textbook Store as soon as possible.

Our customer staff is committed to reaching our goal of having textbooks in stock on time and in sufficient quantities prior to the start of classes. The prompt submission of your textbook requisition by **October 29, 2004** aids us in this process. It also allows us to coordinate the ordering process so that we can purchase textbooks from students at the end of the current term (Dec. 6 – 11, 2004) to use again at Duke. This internal textbook recycling reduces the overall cost of textbooks for Duke Students, and helps support the Duke University Greening Initiative.

We asked your Departmental Coordinator to forward you our invitation to a **Faculty Luncheon** we are having on **November 4, 2004 (12:00 PM until 2:00 PM)**. The Luncheon will be co-sponsored and attended by local publisher representatives who will be available to answer questions concerning your textbook adoptions, and arrange for desk copy requests. We will be conducting a raffle for prizes donated by the Duke Textbook Store and the participating publishers. This is an excellent opportunity to submit your textbook requisitions (please submit earlier if you have them completed). Please **RSVP by October 18th if you plan to attend**. This will be a very casual event, please feel free to arrive anytime between 12:00 PM – 2:00 PM. If you have any questions please do not hesitate to contact us by phone at 684-6793 or by email at textbook@notes.duke.edu.