

### **1) When are textbook orders due at the Bookstore?**

Textbook orders are due the Friday before student registration. You will receive an email and memo with basic ordering instructions about a month before the deadline. The Higher Education Opportunity Act requires that the college have all book orders within reason available by registration so students can see the cost of each course.

The sooner we receive your book orders, the better we will be able to serve you and your students. When we receive your orders early, the bookstore is able to process and track your book orders with more attention. Should a problem develop with the publisher (such as the book going out of stock or out of print), we will have more time to notify you and to acquire an alternative.

It is especially important that we receive book orders prior to our buyback during finals week each semester so that we can buy back books that have been used previously at Reed. Buyback allows us to reduce the overall cost of textbooks: students selling books back to the store are paid between 25% and 40% of the new price (even if they purchased the book used), and students enrolled the following semester will be able to save 25% or more on used book purchases.

### **2) What resources are available to assist with textbook research?**

- Check with your department's liaison for assistance:  
[www.library.reed.edu/hauser/librarians.html](http://www.library.reed.edu/hauser/librarians.html)
- The library's online services at <http://library.reed.edu/>
- The library's reference tools at <http://library.reed.edu/find/tools.html>
- Books in Print is available for free through the library at <http://www.booksinprint.com/>
- The electronic resources librarian Cynthia Hoff is available to assist in research at (503) 788-6685.

Please feel free to contact Marianna Mullens at (503) 788-6659 or [mullensm@reed.edu](mailto:mullensm@reed.edu) for assistance with your textbook research needs.

### **3) What information does the bookstore need for my order?**

To handle your order as effectively as possible the bookstore needs to know the following:

- Your name
- Department and course number

- Author and title
- ISBN (either 13 or 10 digit is acceptable)
- Publisher (and, if possible, approximate copyright date)
- Estimated Enrollment
- Whether the book is required, recommended or optional
- If a previous edition would work for you

If you have a very specific edition in mind, it is extremely important to provide the ISBN. This helps to ensure that the correct version of your book will be ordered. If you do not know the ISBN, I will confirm the number with you to be sure that we have ordered the correct edition.

#### **4) How can I place my textbook orders?**

There are several ways to submit your textbook orders, but we recommend the **IRIS Textbook Requisition** process. Instructions for this process are explained in further detail below.

**Other** ways to place textbook orders:

- **Email** your orders to [mullensm@reed.edu](mailto:mullensm@reed.edu) with all pertinent information (provided in FAQ #3)
- Send a course list through the **campus mail** with all pertinent information (if you'd like a paper copy of a previous year's course list to work off of, email [mullensm@reed.edu](mailto:mullensm@reed.edu) and I will provide you with one).
- **Fax** to (503) 777-7768

#### **5) How do I use the IRIS Textbook Requisition system?**

Once you have an ID and password, we strongly recommend using IRIS to order your textbooks. IRIS provides an easy way to place your textbook orders and library reserve orders at the same time, as well as the ability to review your orders at a later time.

##### **Option 1**

- Log into IRIS
- Select **Textbook Requisitions** from the menu
- Enter the **Term** and **Department** that you wish to order books for. The system will then select your courses for that term.
- Select which course to order books for by clicking on **Order Books**
- Follow **Steps 1 – Step 3** on the textbook requisition pages to enter books for this course, and then finalize the requisition.
  1. **Enter Books** for the course either by searching history, or by

entering the book information manually.

**2. Review Current Order**

**3. Finalize the Order**

**Option 2**

- Log into IRIS
- Select **Class List** from the menu.
- Specify the **Term** and **Department** you wish to order books for, then click on **Get Info** to get a listing of your courses.
- Click on **Order Books** in the far right hand column of the course you'd like to order books for – this will take you to the textbook requisitions page (see instructions above).

For more detailed instructions, read the information below.

Once you are on the Textbook Requisition page, you will find two ways to specify the textbooks needed for your course(s). Please note: the two processes may be combined to add books to the same course request.

1. Use **Search Course History** to access the online history of textbook course requests (this history goes back approximately 5 years). Your search **MUST** include at least **ONE** of the available criteria; you can narrow the search by specifying additional criteria. After the desired course is located you can then select which books to include with your current order by clicking the **Select** check boxes in the left margin. Be sure to specify if the book selected is Required, Recommended or Optional. Please do make sure to indicate if you'd like library reserve orders as well. For more information, see FAQ #9.
2. **Enter Manually** the book information for your requisition. There are four required fields here: author, title, publisher, and whether the book is required or recommended. While not required, please include the ISBN whenever possible. Please do make sure to indicate if you'd like library reserve orders as well. For more information, see FAQ #9.
3. **PLEASE NOTE:** Be sure to click **Add to Order** at the bottom of both sections – clicking **Add to Order** in only one section will not add both sections to your order.

As books are added to your requisition, the current list will be displayed at the bottom of the Textbook Requisition page under the heading **Review Current Orders**. At any point, you can review, modify, or delete orders here. Library reserve quantities can be entered here as well. You may now include ad hoc Comments for each book ordered.

If there are multiple sections of the same course available, **you must specify either ALL sections, or the specific section(s)** your order is for. An estimate of enrollment is also required for each course.

**Be sure to click Finalize Order** at the bottom of the page to submit your book order; the system will then display a detailed confirmation of your order. Once you have finalized an order, you cannot delete it through the Textbook Requisition process – please contact Marianna directly.

You will receive an email confirmation of your order, and you will be able to review your orders placed previously for the current term. If you have any questions or need any help, please contact Marianna Mullens at the Bookstore (503) 788-6659.

**6) Do I have to place my entire order at once? I'm still making decisions on books for my class.**

No. Please do not hesitate to turn in your orders book-by-book as your order decisions are made. We do NOT need to receive all of your orders for a course at the same time.

**7) When should I make a course text required vs. recommended?**

Unless it is essential for every student to have a copy of a book, please order it as recommended or optional. It is important that a reliable distinction be made so that the bookstore can make the best order decisions and the best use of our resources. This also allows your students to make more informed decisions as to what books they choose to buy (your students often cannot afford all required texts).

**8) How can I make sure the bookstore has enough copies of a book?**

IRIS has a bookstore inventory feature that is updated at the end of each term to reflect the number of copies on hand and on order for the coming term. This inventory can be checked at any time during the semester. If you want to make sure the bookstore holds onto any late semester books, a syllabus (or a list showing the order of book use) can help the bookstore avoid shortages later in the semester.

Bookstore inventory can be found here:  
[https://iris.reed.edu/bkstore\\_inventory](https://iris.reed.edu/bkstore_inventory)

**9) Who should I contact for assistance with my textbook needs?**

If you need assistance with your textbook needs, please contact Marianna Mullens, Text and Trade Book Buyer, at (503) 788-6659 or [mullensm@reed.edu](mailto:mullensm@reed.edu).

**10) How can I place Library Reserve orders?**

Library Reserve orders may be placed in several ways, but if you are ordering books for classes to be made available in the bookstore, using IRIS will save

you time and effort. You can place orders both for your class and for library reserve at the same time using the IRIS Textbook Requisition system.

For titles not needed for sale at the bookstore, but only for library reserve, you may use the reserve book order form available on the library web page at <http://library.reed.edu/using/facultyinfo/reserves.html>

Library reserve orders should be placed with the hardcover ISBN, if still in print. Remember when placing reserve orders that the library's maximum number of copies for reserve is 1 copy per 5 students, with a maximum of 10 library copies per title (Hum 110 has a max limit of 15). If you have any questions about the library reserve order process, please contact Bruce Van Buskirk at (503) 788-6624 or Mark McDaniel at (503) 777-7781.

Please note required texts are not automatically placed on library reserves – you need to place a request. These requests are time sensitive – late requests may not be available for reserve access by the start of the term.

### **11) How do I initiate orders for course readers that may include material covered by copyright law?**

Please contact Bruce Van Buskirk in the library at (503) 788-6624 or at [vanbuskb@reed.edu](mailto:vanbuskb@reed.edu) .

### **12) How can I obtain desk and examination copies?**

Typically the department secretaries facilitate this ordering process and will contact the publishers with your requests. If either you or the department secretary needs any assistance in this regard, please contact Marianna Mullens.

### **13) How does the bookstore determine order quantities?**

It is frequently true that not every student will purchase a copy of every required book for a course. Consequently, the bookstore evaluates the order quantity for each book based upon our available history of enrollment, sales, the relationship of sales to enrollment, the price of the book, the availability of the book from other sources, how long the book has been in use on campus, how quickly the publisher can respond to re-orders, the returns policy of the publisher, and any supplemental information the instructor may provide.

After the majority of book orders for each semester have been received, the bookstore distributes a report detailing the number of each book the bookstore plans to make available for the students, or “quantity to provide.” We strongly recommend that you review this information and let us know if you have any questions or see any potential problems. Often faculty will have information available that is not available to the bookstore. In addition, the

quantity to provide can be found on the Bookstore Inventory site at [https://iris.reed.edu/bkstore\\_inventory/](https://iris.reed.edu/bkstore_inventory/)

Particularly during the first two weeks of classes, the bookstore keeps a close eye on enrollment fluctuations. We make every effort to anticipate potential shortages and order additional copies where appropriate. When re-orders are necessary, the bookstore processes these as quickly as possible and has the books shipped UPS 2<sup>nd</sup> Day Air at the Bookstore's expense.

#### **14) What should I do if there are course changes?**

Please let the bookstore know if a class or a section of a class is dropped or added, or if a cap on enrollment has been set. This will allow us to make appropriate adjustments to our orders and provide students with correct information.

#### **15) What should I do if there are no books required for my course?**

If no book will be required, or if only a course reader will be required, please let the bookstore know so we can answer student questions.

#### **16) How can I place a special order for myself?**

The bookstore will be happy to place a special order for you, for any book currently in print. All trade books, including special orders, receive a special 10% discount. To place a special order, contact Marianna Mullens at (503) 788-6659 or via email. If you'd like a copy of a specific publisher's seasonal catalog, let us know.

#### **17) What is the contact information for bookstore staff?**

General contact information can be found at [our website](#). A quick reference is below.

- Ueli Stadler, General Manager 503-777-7758
- Marianna Mullens, Text and Trade Book Buyer 503-788-6659
- Jules Wright, General Merchandise Buyer 503-777-7757
- Gina Ensunsa, Head Cashier & Customer Service 503-788-6641
- Carly Cohen, Bookstore Shipping and Receiving 503-777-7756