



**LANDSCAPE  
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### **Course Textbook Adoptions**

The Coop is happy to take your Course Book Requests for the upcoming term. Textbooks can now be ordered online at <http://harvard.bkstore.com/default.asp?m=0801> under "Online Textbook Adoptions."

Please note:

- If you've entered your name and information before, their database will search for an **exact match** of your name.
- If this is your first time entering your name and information, you can make things easier to remember next time by leaving out extra characters like periods(.), commas(,) and dashes (-).
- Enter your complete first name and last name only. Leave out titles like "Prof.", "Mrs.", "Dr." and "Mr."

### **Book Orders: Why They Are Needed Months In Advance**

The goal is to make sure that textbooks are on the shelves on time and in the right quantities. To achieve that goal the Coop undertakes a time-consuming research and procurement process. The earlier you submit complete information in hand, the better are our chances for success.

### **To Speed Up the Process**

The Coop is happy to accept your book requests piecemeal. If you are not sure of all the books you will need for a course, submit the titles that you do know. It is very important, however, that you **do not** include titles that you may not end up using for the course.

Also, please let the Coop staff know if your class size changes or if the department adds sections. If they are not aware that you have moved to a larger classroom or that the registrar will be admitting more students than initially indicated, we may run out of books and have to reorder.

### **How the COOP Determine the Quantity of Textbooks to Order**

The Coop strives to have, at minimum, enough books for everyone who wants one, at Rush. To achieve this goal, they carefully review all the information they have available to them. This includes the quantity you want, the sales history of both the book and the course, and pre-enrollment figures (if meaningful on the campus). They do not adjust the quantity you request arbitrarily. Their thorough examination process is used to determine the number of books that will fulfill the needs of every student who wishes to buy the book. At the same time, they strive to reduce the number of excess books sent back to the publishers. Publishers assert that there is a direct relationship between the high costs of handling excess books (returns) and high priced textbooks. By trying to have at least enough books for everyone who wants one, without tremendous excess, we hope to help publishers curb the steep rise in textbook prices.