

Due: July 9, 2020

emily carr university of art + design

Textbook Order Form

Name: _____ Date: _____

Course start date: _____

Phone: (Home) _____ (work) _____ (email) _____

Department/School _____

Course (Name, No. & Sec.)	Duration From/To	Class Size	Author/s	Title	Publisher	ISBN	Edition	Cloth/ Paper	Price (Can/US)

Textbook requests should be received 2 months before the course starts.

Please order _____ copies of each title

Signed: _____ (Instructor)

(Prices are subject to change)

Approved: _____ (Assistant Dean)

INFORMATION FOR ORDERING TEXTBOOKS

lpomerantz@ecuad.ca

READ Books at the Libby Leshgold Gallery orders all textbooks for all courses offered at Emily Carr University.

Deadlines are set three times a year for instructors to hand in completed order forms. Forms and deadline dates are available by contacting READ Books at the Libby Leshgold Gallery or the Deans' Office.

The earlier your order is received in the Bookstore, the more likely your students will have the textbook available on the first day of classes. Textbook orders sometimes require research by bookstore staff before we place orders with publishers. In addition, academic publishers are as busy as our textbook ordering staff at this time of year. Publishers sometimes do not have stock immediately ready in the quantities needed for class orders.

Textbook ordering deadlines at other institutions are usually four months in advance of courses. At ECU the bookstore has to be more flexible and we set our deadlines two months in advance of the course's start date. Bookstore staff will do their best to accommodate orders received after the deadline but will not be able to guarantee that the books will be available for the start of classes. READ Books expects instructors who place late orders to do their best to ensure that students purchase their required texts.

Desk Copies: Publishers require that instructors contact them directly for desk copies. Please send desk copy requests directly to publisher. Contact information can be usually be found on the publishers' websites.

Please do not assume books will be available if the forms have not been sent to us.

Orders are valid for one semester only. Unsold books are returned after the end of each semester.

Textbook orders and inquiries can be e-mailed to **lpomerantz@ecuad.ca** or placed directly in the **Libby Leshgold Gallery mailbox**.

READ Books is non-profit. Any revenue generated from textbook sales goes towards the costs associated with the general running of the bookstore. These costs include shipping, brokerage, staff salaries, storage and equipment.

The Bookstore will obtain the most favorable price possible from publishers/suppliers. Course materials will be sold to students at a price based on the net bookstore purchase price plus a small margin. This often makes our prices competitive with other sources, where supplier pricing allows. The Bookstore will not knowingly participate in, and actively takes measures to avoid, predatory practices and unfair pricing.

It is through the selling of textbooks that the bookstore is able to make titles about contemporary art, design, and theory available to students, instructors, other members of the ECU community, artists, and the public in general. This is very important in a city where most of these titles are otherwise unavailable.

Please contact Lyndsay Pomerantz at extension **7411** if you require any further information about ordering textbooks.

Thank you for getting your information in to us on time. This will help us to serve you better.

READ Books
Libby Leshgold Gallery
Emily Carr University
604.630.7411
lpomerantz@ecuad.ca

Return completed form to the Libby Leshgold Gallery