

Course Book Reservations at University Bookstore

****this information is summarized, please refer to the [ISU Bookstore](#) site for more information**

BOOK ORDERS

Textbooks for classes are typically ordered early in the semester before the class is offered. Your departmental partner will send out notices and reminders. Your departmental coordinator typically will be the person in charge of sending in your Adoption list of course materials for you; however, your department may have you do this on your own as well.

If you prepare readers for classes, those are handled through third-party commercial vendors. If you want to put materials on reserve, you can do so through the [Design Reading Room](#), which is a branch of the University Library. For those of you who are new to the college, here are some guides that will walk you through the process:

- [Course Reserves Guide](#)
- [Creating a Course Shell in Canvas](#)
- [Enabling Course Reserves in Canvas](#)
- [Beginning Course Reserves](#)
- [Requesting New Items for Course Reserve](#)

If you have any questions or need help with this process, or anything else, please don't hesitate to reach out to the Design Reading Room Coordinator, **Tim Panages**, tpanages@iastate.edu / 4-0418.

Other Resource: Iowa State University Book Store

If faculty are needing a desk copy of their course book, this may be ordered through the Publisher's Representative of the course book and not through the University Book Store (UBS). If you're having trouble finding the Publisher's information, the UBS can help you with that.

If you need to purchase items from the UBS for your courses or office/classroom, you may do so through the UBS. Make sure you have your department Worktag to order with; your departmental coordinator should have this information for you.

If you are in need of Course Packets and not books, then you or your departmental coordinator will send this list to UBS and they will set that up for you.

Contacts at [ISU Bookstore](#) that can help you

Carl Arbuckle: carabuc@iastate.edu / 4-0236

- Desk copy of books for courses
- Print course materials

John Wierson: jwwiers@iastate.edu / 4-3501

- Digital course materials

Emma Hartman: ehartman@iastate.edu / 4-0362

- Adoption Lists
- Course Packets