

TEXTBOOKS

Procedure to Order a Textbook for Your Class

In order to have the correct textbook and sufficient copies at the bookstore on time for your students to purchase the first day of class, please go online to www.swcbookstore.com under "Faculty Resources" to order your textbooks every semester.

If you need assistance, please contact Debbie Williams at (619) 482-6362 or Patti Larkin at (619) 482-6588.

Procedure for Complimentary Copies

It is the policy of most (but not all) publishers to issue complimentary copies of textbooks to instructors who use them to teach classes.

1. If you need a desk copy, request it directly from the publisher or publisher's rep. This is the fastest and most efficient way to obtain desk copies and support materials for your classes. The campus store maintains a list of the phone numbers, email addresses and websites of our primary publishers and their local reps (when available) on their website at www.swcbookstore.com/outerweb/pubcontavt.asp. They also have Publisher's Representative Lists available at their Textbook Information Counter. Since it can take anywhere from 2-6 weeks for your request to be fulfilled, please allow adequate time to receive your materials.

Please note: Since each publisher sets the terms for their own desk copy program, there will be some who do not honor requests for desk copies or will charge you for the text.

2. Purchase a copy yourself. If time is an issue, you can purchase a copy of a textbook at the campus store (with your 10% staff discount), and then request a desk copy from the publisher. If you return the book (in the original condition) within 90 days of purchase, they will be happy to give you a full refund.

Please note: The Campus Store is unable to loan copies of textbooks to instructors or to forward request to publishers. We are sorry for any inconvenience this may cause.

Booklist:

You can access our online booklist at the following link:

<http://www.swcbookstore.com/textbooks.asp?%22> This is used primarily for students purchasing their books online, but it is a terrific tool for you to use to have access to the book information we have on file for classes. **This list is updated on a daily basis - if you see any errors or omissions, please let me as soon as possible so that we can make the correction** **Note:** this

database does NOT give current stock status, so a book may be listed but not yet be in stock. Also, prices may change as books are received and updated in the system.

FacultyOnline.com

Faculty members may register for free and the site offers, among other features, lists of top-selling titles by course and discipline, textbook reviews, discussion forums, a course materials information exchange, links to academic resources and journals and "one-click" desk copy ordering.

Faculty members, do you have questions about your textbook requisition, the status of your order or other book related issues? Contact our text department directly at Bookstore@swccd.edu

"Bookstore on Reserve" Program

As part of our ongoing effort to increase student access to learning materials, we are very pleased to announce our new "Bookstore on Reserve" Program, beginning Fall 2006. With the cooperation and support of our faculty and publishers, we are working toward providing copies of current textbooks for students to use on reserve at the Library. For our first semester, we will be providing our top 25 selling titles and hope to increase this number every semester. A list of books for this program will be available by **Monday, August 14th** at the following link:

<http://www.swcbookstore.com/outerweb/booksonreserve.html>

Note: If you have an extra copy of a textbook you are currently using, please let me know and I will be very happy to include it in our program. With support from faculty, we should be able to expand this program very quickly.

Textbook Rental Program

Starting in the Spring of 2006, your ASO and Campus Store are proud to be offering a pilot Textbook Rental Program, the first of its kind at a San Diego county college/university. This is in direct response to our students' concerns about the rising costs of textbooks and our institution's commitment to student success. Ours was the very first program of its kind in San Diego County and has received special recognition for the state Chancellor's Office.

Fall 2008 Textbook Rental begins on Wednesday, August 6th, at 11 am and is open to currently enrolled students with a valid SWC ID and Fall Student Activities Sticker (or copy of your Fall registration). For complete details, requirements and fees for the rentals, please [click here](#) to see a copy of the Textbook Rental Agreement that all participants will be required to complete.

This Fall, we have expanded our program to include new books from the areas of Communication, Business Law and Math in addition to books from Psychology, Accounting, English, Child Development, Biology, Economics and Health that we have offered in the past.

Rental books will be stocked in the regular textbook sections, but will have a bright pink "Rental" sticker on the binding. All transactions take place at the Campus Store and quantities are quite limited. Due to this limited supply, students may only rent one textbook per semester.

Bookstore Hours:

Monday – Thursday 7:45 am to 6:30 pm

Friday 7:45 am – 3:30 pm

Closed Saturday & Sunday

You can also access our website for extended hours for the main campus at

http://www.swcbookstore.com/site_hours.asp?mscssid=06772B5FA18F4C70868A76B9503104A6

as well as the HEC and SY Ed. Center at

<http://www.swcbookstore.com/outerweb/satellites.asp?mscssid=B08LKEAGDQTD8MKV3WMQSVFMSBPQ0UL7>

Staff Contacts:

Please feel free to contact or any member of the Bookstore staff:

Debbie Williams, Textbook Buyer, x6362

Bill Denton, Customer Service, x5423

Kim Monahan, Supply Buyer, x6363

Beny Pastrana, Customer Service x5335

Torrey Hubbell, Warehouse, x5333