

## **Book Lists for Courses**

Faculty members are encouraged to submit textbook orders to the Cornell Store as promptly as possible in order to help the university manage students' total cost of education. Faculty may work with their departments' textbook coordinators or submit orders directly to the store online (<http://www.store.cornell.edu/faculty.html>) or by email ([textbooks@cornell.edu](mailto:textbooks@cornell.edu)). Textbook lists for the fall term are usually due by mid-April, for the spring term by mid-November, and for the Summer Session by late March. (Please check the course material section of the store's website for the actual dates.)

In addition to providing traditional textbook services, The Cornell Store can assist faculty in providing departmentally authored materials, custom course packs and copyright clearance. Deadlines for such services are similar to book list deadlines.

The Cornell Store provides desk copy forms, and a database of publisher information, both are available online at the course materials section of the store's website. Requests for desk copies should be made directly to publishers.

Faculty can help minimize students' textbook expenses in a variety of ways.

Early textbook adoptions enable students to explore multiple purchase options and give students broader access to used books.

Faculty should indicate on their course syllabi and inform the store whether students can use an earlier edition of a required textbook.

University libraries can help ensure that enough copies of every required text are available through the course-reserve system.

Course syllabi should indicate the frequency that students will be using required textbooks so that students can decide whether to purchase or rent the textbooks or rely on the course-reserve system.

Faculty should take advantage of technological resources that can alleviate textbook expenses, including free electronic versions of text and open-access materials when available.