

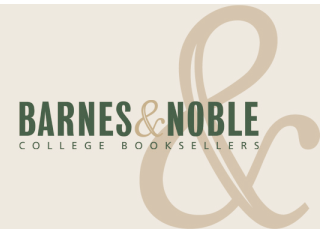
**BARNES & NOBLE**  
COLLEGE BOOKSELLERS

# A Faster and Easier Way to Submit Book Requests

Your Guide to Submitting Book Requests Online

SUMMER 2009

# Submitting Book Requests



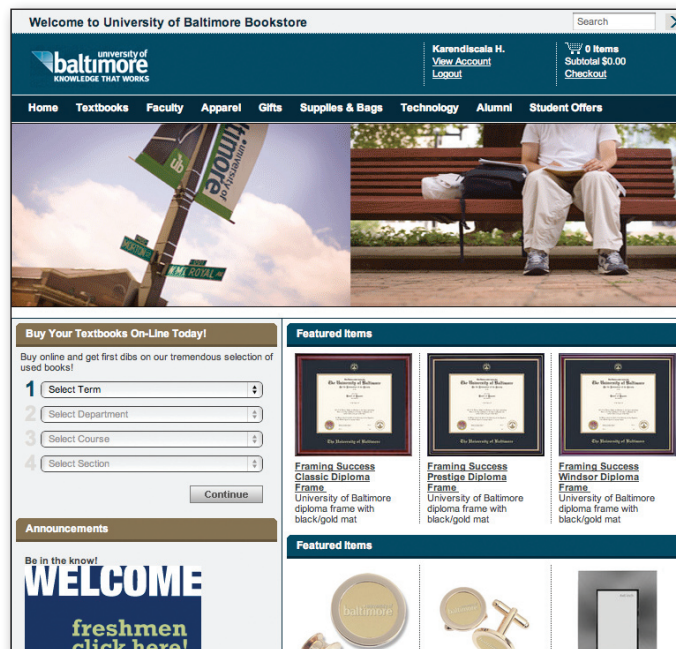
**WELCOME** to a new and faster way to submit your book requests using the bookstore's website.

This guide will take you step by step through the process and highlight some of the key, time-saving features and benefits of this new system, including:

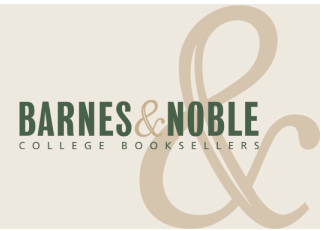
- How to access a list of the books used, by course, for the last two years
- A one-click process for requesting books used in previous terms
- A searchable database of over 250,000 textbook titles
- Convenient drop down boxes for faster entries
- The option to enter non-book course materials
- E-mail confirmations that submissions were received

If you have any questions, please contact your bookstore team.

Thank you.



# Submitting Book Requests



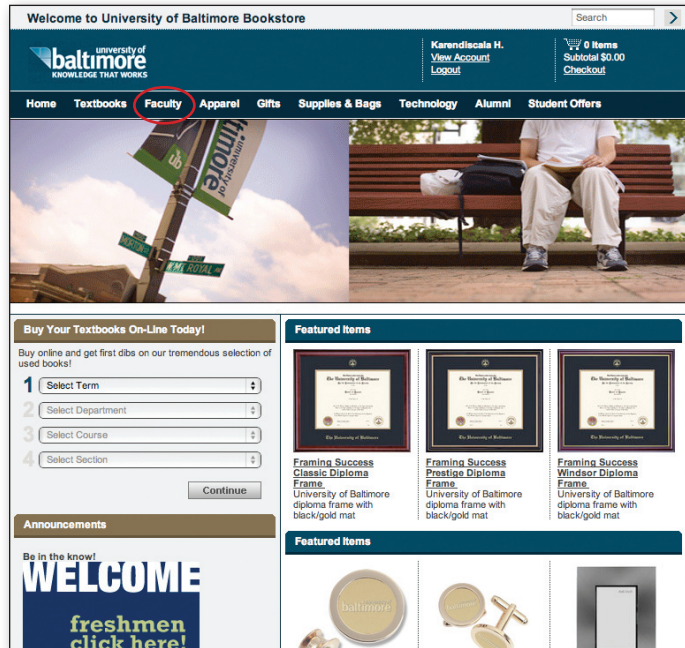
## GETTING STARTED

Go to your campus bookstore's website. (If you do not have the URL address for your bookstore, contact your bookstore directly or go to [www.whywaitforbooks.com](http://www.whywaitforbooks.com) and select your state and school from the drop down menu.)

Click the Faculty tab located at the top of the bookstore's homepage.

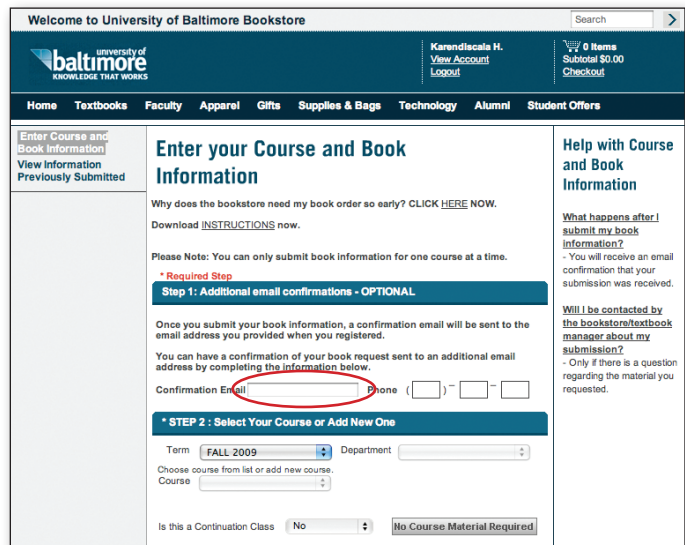
If you're already a registered user, enter your log in information to proceed.

If you're not registered, click **Register**, enter your information, and then click **Continue**.

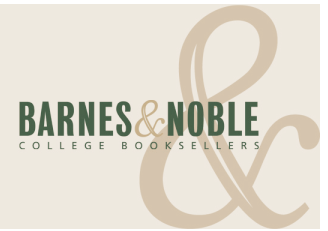


## 1 STEP 1: (OPTIONAL) ADDITIONAL EMAIL CONFIRMATIONS

Enter the e-mail address where you want to receive confirmation that your book request was successfully submitted if it is different from the e-mail address you provided when you registered.



# Submitting Book Requests



## 2 STEP 2: SELECT YOUR COURSE OR ADD A NEW ONE

Select the appropriate Term, Department, and Course from the drop down menu.

A list of course section numbers will appear. Click the box that corresponds to the desired section number or enter your own section number (click **Done** when finished entering new section number).

(If no materials are required, please click **No Course Materials Required** and click **Continue** at bottom of page.)

Select Section	Estimated Enrollment	Instructor last name ("Staff" if unknown)	Campus where section is being taught (optional)
<input type="checkbox"/> Select All			
<input type="checkbox"/> 001	40	STAFF	
<input type="checkbox"/> 101	40	STAFF	
<input type="checkbox"/> WB1	25	LAZARUS	

## 3 STEP 3: SELECT YOUR BOOK

There are two options for selecting your textbook: You can either review/request books used in previous terms (up to two years) or, you can review/request books from a database of more than 250,000 titles.

Enter an ISBN or Author/Title and then click "Search".

ISBN (10 or 13 digits, NO DASHES)

OR

Author(s)

Title

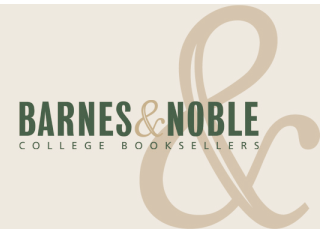
See Books Used in Previous Terms

Search

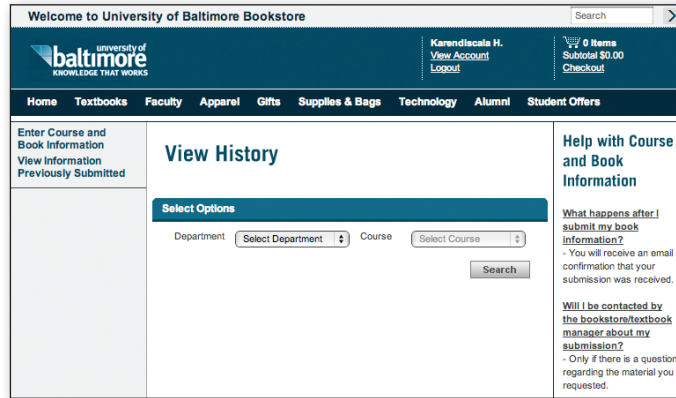
### STEP 3: Option 1—To Review/Request Books Used in Previous Terms

From Step 3, click **See Books Used in Previous Terms**.

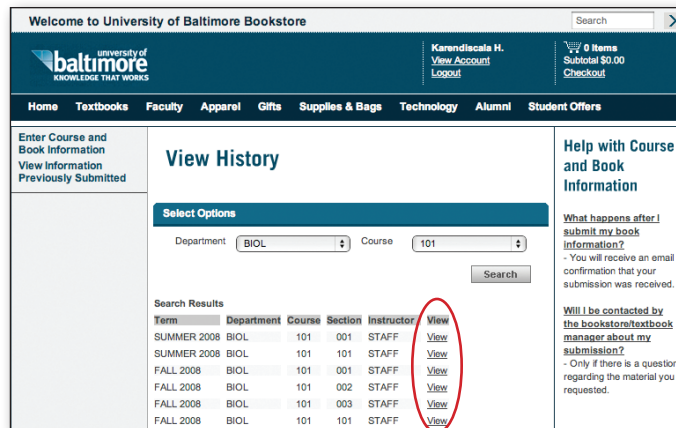
# Submitting Book Requests



From the View History screen that appears, select the appropriate Department and Course number from the drop down boxes and click Search.

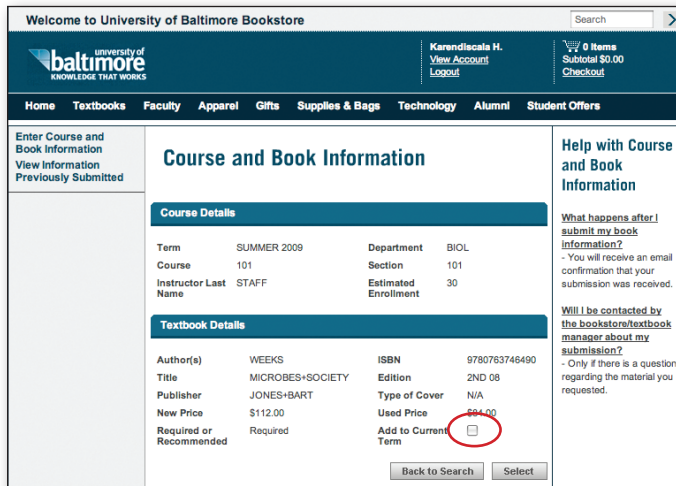


A course listing will display. To see books used in a particular course click the corresponding View link.

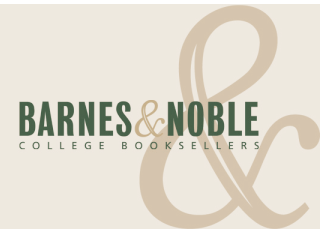


A list of books will appear. To re-use a book, click the Add to Current Term box. Note: You must also click the Select button to request the book(s).

You will be returned to the main page—proceed to Step 4.



# Submitting Book Requests



## STEP 3:

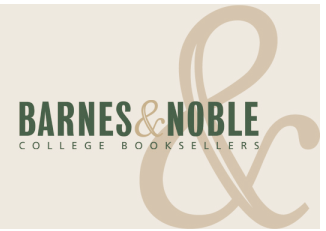
### Option 2–To Search/Request a New Title

Enter either the ISBN, author, or book's title in the space provided and click **Search**.

A list of matching titles will appear. Select the correct title and click the **Yes. Add this title to my course's book list box**. Note: You must also click the **Select** button to request the book(s). You will be returned to the main page– proceed to Step 4.

If you don't find the textbook you're looking for, click the link at the bottom of the page to continue your search.

# Submitting Book Requests



## 4 STEP 4: (OPTIONAL) LIST ANY OTHER REQUIRED MATERIALS

Use this space to enter information about additional (non-book) materials (if needed).

Note: If any of these materials are currently sold in the bookstore, contact your textbook manager to discuss having them included in the list of required items for your class.

**STEP 4 : List Any Other Required Materials**

Are there any special supplies or software titles your students will need ?

Yes  No

**STEP 5 : Do We Need To Know Anything Else?**

If you have any additional comments or special instructions, please let us know.

## 5 STEP 5: (OPTIONAL) DO WE NEED TO KNOW ANYTHING ELSE?

Enter any special instructions or comments the bookstore needs to know.

## REVIEW PROCESS

Click **Continue** to review your book information before submitting it to the bookstore.

## FINAL REVIEW PAGE

If the information contained in the Final Review page is correct, click either **Print & Send to Bookstore** (if you want a hard copy record) or **Send to Bookstore**.

If the information is incorrect, click **Make Changes**, edit as needed, and submit to bookstore.

## YOU'RE FINISHED!

An e-mail will be sent to the address provided confirming that the submission was received.

If you have any questions or need further assistance, please contact your bookstore team.

Welcome to University of Baltimore Bookstore

Search

University of Baltimore KNOWLEDGE THAT WORKS

Karendiscala H. View Account Logout

0 Items Subtotal \$0.00 Checkout

Home Textbooks Faculty Apparel Gifts Supplies & Bags Technology Alumni Student Offers

Enter Course and Book Information View Information Previously Submitted

### Final Review

Please check your course and book information below.

If correct, click **Send to Bookstore**. If incorrect, click **Make Changes**.

**Faculty Information**

Confirmation Email: kdiscala@bncollege.com  
Phone: N/A

**Course Details**

Term	Department	Course	Section Name	Instructor	Estimated Enrollment	Location
FALL 2009	ARTS	101	LC5	RALLS	28	N/A
FALL 2009	ARTS	101	LC7	PAGE	28	N/A

Is this a Continuation Class? No

Note:

**Textbook Details**

Author(s)	WHITESELL	ISBN	9780195307993
Title	MUSIC OF JONI MITCHELL	Edition	06
Publisher	OXF	Cover Type	Paperback
New Price	\$21.95	Used Price	\$16.45
Required or Recommended	Required		

**Help with Course and Book Information**

What happens after I submit my book information?  
- You will receive an email confirmation that your submission was received.

Will I be contacted by the bookstore/textbook manager about my submission?  
- Only if there is a question regarding the material you requested.