Sam Houston State University
A Member of The Texas State University System

Finance & Operations Auxiliary Services Policy
Desk Copy

SUBJECT: Textbooks

PURPOSE: The purpose of this policy is to provide a uniform procedure for faculty members to order desk copy textbooks.

APPLICABILITY: This policy is applicable to faculty and to those university administrators involved in overseeing the ordering of desk copy textbooks.

CONTENTS:
1. Definitions
2. Process

1. Definitions

Desk Copy – Hard copy of the specified textbook that the faculty can use for material purposes.

Barnes and Noble Bookstore – Barnes and Noble Bookstore is the official bookstore of the SHSU and is located in the Lowman Student Center. The staff of the campus bookstore will be able provide assistance as to the availability of a text or particular edition and/or other textbooks related inquiries.

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