

Desk Copy Order Request Form

As soon as you are assigned to a course, please request desk copies from the appropriate staff members.

Is this request for:

An Undergraduate Course (Please submit the completed form to Missy Miller: missymiller@utk.edu)

A Graduate Course (Please submit the completed form to Katie Perry: mkperry@utk.edu)

Please provide us with the following information:

Faculty Member: _____

Email Address: _____

Are you the course coordinator? Yes No

Is more than one copy of the textbook needed? Yes No

How many copies are needed? _____

Please list the names of the faculty members for whom you are requesting books:

Please provide the following information for each text you need:

TEXTBOOK INFORMATION	
Text Title:	
ISBN:	
Author(s):	
Publisher:	
Edition:	
COURSE INFORMATION	
Course Number:	
Course Name:	
Term/Year:	
Instructor(s):	
Is an electronic text ok?	<input type="checkbox"/> YES <input type="checkbox"/> NO

***** Please note, if you leave the University you must return your desk copies to the appropriate College of Nursing staff member. Undergraduate texts should be returned to Missy Miller. Graduate texts should be returned to Katie Perry . *****