

## Desk Copy Request Procedure

Upon assignment to a new course, if desk copies are needed, faculty are expected to request desk copies from the appropriate staff member as soon as possible. Desk copies for undergraduate courses should be requested from Missy Miller ([missymiller@utk.edu](mailto:missymiller@utk.edu)). Desk copies for graduate courses should be requested from Noelle Cooper ([ncooper@utk.edu](mailto:ncooper@utk.edu)).

Faculty will be asked to fill out a desk copy request form (see attached form) for each text they are requesting.

### **If the faculty member is assigned to the course with more than 6 weeks before the course start:**

- The faculty member will submit a desk copy request form for each text needed to the appropriate staff member.
- The staff member will request the desk copy from the appropriate source, and will notify the faculty member that the request has been made.
- If the requested texts are not received in 10-14 business days of the request, the faculty member should reach out to the library liaison and request a library copy/e-copy for use until their texts arrive.
- If the requested textbooks have still not arrived 10-14 business days after the library copy request is made, the faculty member should contact Lindsay Melton at [lmelton4@utk.edu](mailto:lmelton4@utk.edu) for assistance in procuring the textbooks.

### **If the faculty member is assigned to the course with less than 6 weeks before the course start:**

- The faculty member will submit a desk copy request form for each text needed to the appropriate staff member.
- The staff member will request the desk copy from the appropriate source, and will notify the faculty member that the request has been made. The faculty member should reach out to the library liaison and request a library copy/e-copy for use until their texts arrive.
- If after 7 days the library liaison has not been able to procure a copy of the text, and there has been no response from the publisher, the faculty member should contact Lindsay at [lmelton4@utk.edu](mailto:lmelton4@utk.edu) to purchase the textbook.

### **Failure to follow written policy may result in faculty incurring the cost of purchasing the textbooks.**

Desk copies and copies purchased by the College of Nursing belong to the College of Nursing. Upon leaving the University, faculty members should return their desk copies and/or copies purchased by the College of Nursing to the appropriate staff member. Undergraduate texts should be returned to Missy Miller. Graduate texts should be returned to Noelle Cooper.