

To: All Faculty

From: UMW Bookstore - Textbook Department

Date: April 4, 2014

Re: Course Material Adoptions – Fall 2014

---

Greetings from the UMW Bookstore. The purpose of this letter is to provide faculty members with information relating to upcoming course material adoptions. This information is relevant for courses being taught on the Fredericksburg campus. Fall 2014 adoptions are due on or before **April 17, 2014**.

**Content**

- Course Information
    - Stafford Campus
    - Fredericksburg Campus
  - Available Course Material Options
    - Course Packs
    - Books for Rent
  - Submission Methods
  - Pepsi Scholarship
- 

**COURSES BEING TAUGHT ON THE STAFFORD CAMPUS:**

For information on textbooks for courses being taught at the Stafford campus, please contact:

College of Business: Lucy Quann, [lquann@umw.edu](mailto:lquann@umw.edu) or 540/654-1019

College of Education: Amy Beaulieu, [abeaulie@umw.edu](mailto:abeaulie@umw.edu) or 540/654-1034

Terri Luttrell, [tluttrell@umw.edu](mailto:tluttrell@umw.edu) or 540/286-8097

Bookstore personnel are available for assistance as needed.

---

**COURSES BEING TAUGHT ON THE FREDERICKSBURG CAMPUS:**

**Adoption Due Dates:**

- **Fall 2014 term:** on or before April 17, 2014
- **Spring 2015 term:** on or before October 17, 2014

**REMEMBER:** On-time adoptions save students money and better enables staff to get course materials in stock in time for classes.

---

**AVAILABLE COURSE MATERIAL OPTIONS:**

**Course Packs:** Course packs are compiled articles, notes, labs, or general information, and are often a less expensive means of content delivery when using articles from numerous sources. The UMW Bookstore will seek copyright permission for such articles and submit those and/or original works to the Copy Center for production.

**Course Packs:**

- Should be listed on course material adoption forms when being used
- Request for production should be prepared on and submitted via the Course Pack Request Form; this form should accompany the adoption form when submitting course material requirements.
- Have the same adoption due dates as other course materials
- Are processed in the order in which they are received.
- Please note that copyright permission can take days, weeks or months.

*For additional information, or to access the Course Pack Request Form, please visit our [Faculty Page](#). Please contact the store if you have questions.*

**For Rent:** The UMW Bookstore is pleased to announce a textbook rental option for our students. The rental program offers one more way for students to save on course materials. Students can rent books through the bookstore website or by visiting [umw.bookrenterstore.com](http://umw.bookrenterstore.com). Students may access the website from their personal computers or from a dedicated laptop in the bookstore. Students should consider the total cost of ownership prior to renting a textbook. The purchase of a used book that is later sold at the UMW Textbook Buyback often yields the lowest total cost.

-----  
**SUBMISSION METHODS:**

- Complete all sections and answer all questions on the attached textbook order form.
- Orders are placed using the ISBN that you provide on this form. Be sure the ISBN listed is for the materials to be ordered. Please contact the textbook department if you have questions.
- Please complete one form per course.

Completed forms may be submitted any of the following ways:

1. E-mail to [textbookorders@umw.edu](mailto:textbookorders@umw.edu). Please include course number and section in the subject line (ex: BIOL 122 01)
  2. Fax to 540/654-1706, Attention: Textbook Department
  3. Campus mail to Textbook Department, Lee Hall Room 306
  4. Stop by the textbook department in person and drop off your order to either DJ or Jacki – We’re always happy to see you!
-

**PEPSI SCHOLARSHIPS:**

Scholarships are available for both the Spring and Fall semesters! Departments submitting 100% of adoptions by the due date are eligible to receive a portion of scholarship funds made available by Pepsi. Additional information can be found on UMW Bookstore's [Faculty Page](#).

-----

The University Bookstore is here for you and your students. We are committed to ensuring the adoption process is as seamless as possible, finding the best prices and options for students, and providing the best service to everyone involved.

**Questions?** Please do not hesitate to contact the textbook department if you have questions or need assistance.

Sincerely,

Donovan (DJ) Garcia  
Textbook Manager  
540/654-1649  
[dgarcia@umw.edu](mailto:dgarcia@umw.edu)

Sheila (Jacki) Riley  
Textbook Coordinator  
540/654-1653  
[sriley@umw.edu](mailto:sriley@umw.edu)