



## TEXTBOOK ADOPTIONS - NOTES:

This form should be submitted to us by:

Last week of October for courses taught at Summer School or the first semester.

First week of April for courses taught in second semester.

We will accept submissions at any time, but may be unable to obtain the texts you want in time for the start of classes.

Please complete all sections. Most are self-explanatory, but note the following:

Course Supervisor. Give your own name if you are teaching the course, otherwise the name of the person responsible for coordinating lectures.

Course Code(s). Give both the mnemonic and paper number. If the course has more than one code, please give them all e.g. PAST307 / PASX307.

Course Taught in Semester(s). Please use one or more of the codes given at the bottom of the form.

Roll When Last Taught. The number of students taking the course this year, or the number who took the course when it was last taught.

Roll Estimate. Give the number of students you expect to enroll next year / Semester and if the roll is restricted, please state this.

Reading Order. Where applicable please specify order in which textbooks are taught to help us gauge likely demand e.g. 1, 2, 3...

Author, Title, Publisher. Please include all three and avoid abbreviations. If you require a specific edition please specify which.

Required for Semester(s). Please use one or more of the codes given at the bottom of the form.

Usage. Please use one of the codes given at the bottom of the form based on these criteria:

"E" Essential Textbook. You expect all students to have access to and preferably own a copy of the book.

"H" Highly Recommended. You consider the book to be of particular value to the course, but it is not essential for all students to own a copy. A significant majority of its content should be directly relevant.

"R" Recommended Reading. A majority of the content of the book is relevant, but not central to the course.

"S" Supplementary Reference. Some of the content, but not the majority, is relevant to the course.

Number Suggested. How many students do you believe are likely to buy the book?

**Please be as open as possible with us about intended student usage of Essential texts.** Failure to do so may result in significant financial liabilities to the UBS as a result of overstocking and inevitably mean reductions in future orders for affected papers.

**Submitting the Form.** If you have filled this out as an Excel spreadsheet, the file can be sent to us as an e-mail attachment. This should be sent to [jamesm@unibooks.co.nz](mailto:jamesm@unibooks.co.nz). (TIP: Delete these notes from the form before sending it. We don't need them & you'll save space!)

If you have filled out a paper form, this can be sent to the following

James Mann, Textbook Department,  
University Book Shop (Otago) Ltd.,  
P.O.Box 6060, (378 Great King Street),  
Dunedin.  
Fax (03) 477-6571.