



Date: March 24, 2009

TO: Duke Faculty  
FR: Chris Boyd, Duke Textbook Store  
RE: [Fall 2009 Textbook Requisitions](#)

We would like to thank all of you for your efforts in assisting us with the textbook ordering process for the Spring 2009 Semester. We are ready to start working on **Fall 2009** textbook requisitions in order to prepare for a successful end of Spring Semester Buyback (April 27 – May 2). Please consider the target date of **April 13<sup>th</sup>** for submitting your Fall requisitions.

Although we accept requisitions at any time, students receive the best possible price for their books at Buyback if we know the same books will be used at Duke in the Fall 2009 Semester. Your requisition submittal prior to our Buyback period not only allows students to recoup more of their previous textbook expenditures, it also help us maximize our offering of less expensive used books for the Fall 2009 Semester.

Requisitions may be submitted via:

**Email:** [textbook@notes.duke.edu](mailto:textbook@notes.duke.edu)

**Fax:** (919) 684-8619

**Online:** <http://www.dukestores.duke.edu/textbook.php>

Click the “**Faculty Resources**” button. On this website you can search the Textbook Store database, as well as Global Books in Print. You can also confirm your course and section through our link to the ACES web page. Most importantly, this site allows you to electronically submit your requisition, which will be confirmed via email. **Please note: If you do not receive a confirmation email, it is possible that your requisition was not completely processed.** If this occurs, please contact the Duke Textbook Store as soon as possible.

If you have any questions, please do not hesitate to contact the Duke Textbook Store by phone at 684-6793, or by email at: [textbook@notes.duke.edu](mailto:textbook@notes.duke.edu).