



March 23, 2017

Dear Departmental Coordinators,

First, we would like to thank you for your assistance with the textbook requisitioning process for this current term. We could not have provided the books and materials that were available to the students this semester without your cooperation. We appreciate your efforts to provide us the information needed in a timely manner and we look forward to working with you again as we prepare for the coming semester.

Requisitions for Fall 2017 may be submitted via one of the four ways below:

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

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

**Online:** via Faculty Hub/STORM

**Online:** [via Textbook Store website](#)

If you submit your textbook information through Faculty Hub/STORM, you do not need to use any other method.

Textbooks will show in Faculty Hub/STORM via a link that says “View Textbook Store Listing”.

Class	Class Title	Days & Times	Instructor	Room (Cap)	Enr/ Cap	Wait/ Cap	Class Roster	Grade Roste	Class Options	Course Synopsis	Textbook Store Status	Booklist
<a href="#">BME 354L-001 (5401)</a>	INTRO MEDICAL INSTRUMENTATION (Lecture)	TuTh 10:05AM - 11:20AM	Mark Palmeri	Hudson Hall 125 (65)	56 55	0 48			60	<a href="#">Add</a>	<a href="#">View Textbook Store Listing</a>	<a href="#">Maintain Booklist</a>
<a href="#">BME 354L-01L (5403)</a>	INTRO MEDICAL INSTRUMENTATION (Laboratory)	Tu 1:25PM - 4:25PM	Mark Palmeri	Teer P05 (28)	28 27	0 24			60	<a href="#">Add</a>	No information available at this time	<a href="#">Create Booklist</a>

If you have submitted your booklist and you do not see the books for your course on STORM:

- Check the date of your submission (NOTE: 3-5 business days are required for processing)
- If 3-5 business days have passed and your booklist still has not posted—please contact the Textbook Store.

**ALL TEXTBOOK REQUISITIONS MUST BE SUBMITTED NO LATER THAN TUESDAY, APRIL 4th, 2017.** As you know, registration for FALL 2017 begins on 4/5/17 and at that time, required textbooks and materials are mandated by HEOA of 2010 to be listed with the course information. All of this is described in detail in the attached documents that we ask that you forward to faculty and instructors teaching in the fall. Please encourage Faculty to adhere to the deadline.

**IMPORTANT: Please remind Faculty submitting their booklists using Faculty Hub/STORM that they need to click on the “save” button and then click on the “submit” button in order for the booklist to be sent to us.** Once the “save” button is clicked, it changes to a “submit” button. Booklists that are only “saved” are not sent to us and therefore we are unable to process your textbook requisitions.

Our goal is to process ALL textbook requisitions and address all questions and concerns by May 12, 2017. We would like to start ordering books for Fall 2017 on Monday, May 15, 2017. We need to be able to communicate vendor substitutes and delays with all the concerned parties before we start the ordering process. We want to be able to get everything in stock before classes start, and that requires communication between the Bookstore Departmental Coordinator and Faculty Member.

Thank you for your assistance in this process. As always, please do not hesitate to contact us with questions via email to [textbook@duke.edu](mailto:textbook@duke.edu) or by hesitate to contact us with questions via email to [textbook@duke.edu](mailto:textbook@duke.edu) or by phone at 919-684-6793.

*Millicent Rogers*  
Senior Supervisor, Textbook Services  
Duke University Stores