



October 12, 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 Spring 2018 may be submitted via one of the four ways below:

Email: 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 Roster	Class Options	Course Synopsis	Textbook Store Status	Booklist
BME 354L-001 (5401)	INTRO MEDICAL INSTRUMENTATION (Lecture)	TuTh 10:05AM - 11:20AM	Mark Palmeri	Hudson Hall 125 (65)	56 55	0 48			60	Add	View Textbook Store Listing	Maintain Booklist
BME 354L-01L (5403)	INTRO MEDICAL INSTRUMENTATION (Laboratory)	Tu 1:25PM - 4:25PM	Mark Palmeri	Teer P05 (28)	28 27	0 24			60	Add	No information available at this time	Create Booklist

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: please allow 3-5 business days 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 FRIDAY, OCTOBER 27th, 2017. As you know, registration for SPRING 2018 begins on November 1, 2017 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 December 15th, 2017. We would like to start ordering books for Spring 2018 on Monday, November 6th, 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 or by phone at 919-684-6793.

Millicent Rogers
Senior Supervisor, Textbook Services
Duke University Stores