Date: October 1, 2010

TO: Duke Faculty
FR: Duke Textbook Store
RE: Spring 2011 Textbook Requisitions

We would like to thank all of you for your efforts in assisting us with the textbook ordering process for the Fall 2010 Semester. We will be ready to receive Spring 2011 textbook requisitions electronically via STORM or Duke Stores’ website on Wednesday, October 20, 2010. We are always accepting requisitions via email, fax, phone, or walk in. Our goal is to be in complete compliance with the new HEOA requirements, which went into effect July 1, 2010. The Higher Education Opportunity Act requires institutions to provide students the ability to view textbook information from the Duke University Online Schedule at the time of registration. In order to support Duke University compliance with HEOA, and assist in lowering cost of course materials for Duke students, we are requesting that Spring 2011 requisitions be submitted to us by Friday, October 29, 2010.

Requisitions may be submitted via:

Email: textbook@duke.edu
Fax: (919) 684-8619
Online (beginning on October 20, 2010): http://www.dukestores.duke.edu/textbook.php
OR through STORM
http://www.registrar.duke.edu/registrar/facultypages/facultylinks.html

Submitting book orders through STORM makes it simple to submit textbook orders in the same place where you manage other course information. If you submit your textbook information through STORM, you do not need to use any other method.

Our goal is to have all requisitions entered within three business days of receipt. Please contact us if you do not see your textbook selection(s) posted by that time.

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@duke.edu.