Important Information Needed for Ordering

- Course name and number
- Course enrollment (use the enrollment cap)
- Course semester and start date
- Bookstore name and phone number (Sun Devil Bookstore, (480) 965-0495 See Desk Copy Letter)
- Email address
- Shipping address MUST BE the school address (see next slide)
- If shipping speed is optional please select normal as extra fees incurred are NOT paid for by SST

Shipment Information

Desk copies should be sent to this address:
ATTN: Professor’s name
School of Social Transformation
Wilson Hall Rm 125, Building 50
240 E Orange Mall
Tempe, AZ 85287-6403

Desk Copies will be placed in your school mailboxes.

Order Confirmation

When you order desk copies, the publisher frequently WILL NOT send an order/ and or shipping confirmation.

- It is best to contact them to see if the order went through.
- They can usually give you a ship date and an estimate of when your order will arrive.

How to Order

There are several ways of ordering desk copies. Check to see if the publisher is on the spreadsheet and what method is listed for ordering.

If the publisher is not listed on the spreadsheet then go to the publisher’s website and search for “desk copies” or “exam copies”. The search should pull up a page with their desk copy policy and instructions for ordering. Some publishers will let you pick which method.
Website Forms
If the publisher is listed on the spreadsheet and it requires you to fill out a website form, there will be a link to the form. Otherwise do a search on the website.
If an account is needed, we do have accounts set up for some publishers on the spreadsheet, otherwise you will have to make one.

For some publishers you will have to search for the book on their website and click on a link to request the desk copy. The link then takes you to a form to fill out.

Fax
Some publishers will only accept desk copy requests by fax.
Fill out the desk copy fax request form (found here: with the required information, then fax it to the publisher.

Email
If a publisher requires orders to be emailed check the spreadsheet for the designated email.
You can send the email with the information, or you can complete the “Desk Copy Email Request Form”.

Ordering Issues
Please check the “notes” tab on the spreadsheet for any unique circumstances regarding some publishers.
Sometimes ordering desk copies may involve creating an account that has to be verified before you can order any books.
  • If the author published their book independently you may have to email the author directly.
The publishers can also be contacted directly if you are having order issues.
Please note: Some publishers won’t give out desk copies.
For questions please email: SSTRequests@asu.edu