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## Desk Copy Ordering Process

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### Important Information Needed for Ordering

- Course name and number
- Course enrollment (use the enrollment cap)
- Course semester and start date
- Requested book title, edition, ISBN #, and author
- 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.

The screenshot shows a webpage titled "ABOUT THE BOOK" for the book "International Studies: An Interdisciplinary Approach to Global Issues". The page includes the book cover, author information (Sheldon Anderson, Jeanne A.K. Hey, Mark Allen Peterson, Stanley W. Toops), publication details (December 2007, 472 pages, ISBN 9780813343723), and two buttons: "Request Exam Copy" and "Request Desk Copy". A red arrow points to the "Request Desk Copy" button. Below the buttons are links for "Table of Contents", "Reviews", and "Buy the Book". There is also a "More Information" section with a link to the "Instructor's Resource Website". A "Description" section explains the book's interdisciplinary approach, and a "Featured in..." section lists subject and title postcards.

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](mailto:SSTRequests@asu.edu)