

IV.B.

**TEXTBOOK ORDERS**  
(Revised: August 21, 2025)

Faculty are responsible for selecting and ordering textbooks for their courses prior to announced deadlines. Textbook orders are submitted by each faculty member online at the website for the TAMUCC Bookstore.

**Desk Copies**

Faculty should order desk copies through textbook publishers as needed. Faculty may not pick up desk copies at the Bookstore and charge them to the School. The Bookstore staff has been instructed that the School will not authorize purchase of desk copies by faculty.

If an emergency or highly unusual situation arises regarding desk copies, the faculty member should consult the Administrative Associate for assistance.