

## WHAT YOU NEED TO KNOW ABOUT DESK COPIES FROM CPS & PUBLISHERS

Faculty name: \_\_\_\_\_ Date Sent: \_\_\_\_\_  
Course(s): \_\_\_\_\_ Session: \_\_\_\_\_

1. **Desk copies** refer to faculty copies of books officially adopted for a course. They are loaned to faculty by CPS Administrative Services \*OR\* permanently from publishers. CPS copies are restricted to one session at a time beginning with the **fourth week prior to the session start** per deadlines in #7.
2. **You qualify for a CPS-provided desk copy if:**
  - It is a required textbook
  - Your name/section appears on the course schedule & your section starts **within 4 weeks**, or
  - Your new faculty (or mentee) status is verified by your dept with your mentor's name on the course schedule (department verification required), or
  - You are the lead faculty or designated course developer
  - Otherwise refer to #5 & 6
3. **To submit a desk copy request to CPS within 4 weeks of the session:**
  - Fill out webform on CMMS system: <http://secure.regis.edu/cmms/login.aspx?> (one form per course). Internet Explorer browser recommended. Sign in with your RegisNET & complete all fields.
  - Start with CMMS in lieu of phone & email, but in case of technical difficulties, email or call with:
    - Your name & phone number
    - Course number & session
    - Exact book(s) you need – check syllabus on web for author last, edition/year
    - Local faculty specify best campus for pick-up
    - Out-of-area faculty leave mailing address
4. **Book return policy – CPS provided books are “loaners” to be returned after class** or when you receive permanent copies directly from the publisher, whichever comes first. You can request books from publishers & CPS simultaneously if needed. Do not write or highlight in CPS copies—use bookmarks or sticky notes. Locally you can drop off books at any Regis campus using the blue return tag on the inside cover. For books mailed, CPS will include a postage-paid envelope for your convenience in returning the same or previous books. With promotional books from publishers, review promptly within 30 days & follow publisher's return instructions on packing slip or website. When in doubt return any unwanted books from home or office to CPS for sorting, processing, donation.
5. **Publisher services** – In addition to CPS support you also need to become familiar with publisher websites & services to maximize on book research, faculty support & promote Regis nationwide. Publisher services vary but they will work directly with lead/affiliate faculty & staff. Though there are no guarantees ask for **complimentary** materials whenever possible (do not abuse). **Always** research status of latest editions before preparing for class or working on course revisions & development—publisher websites & reps are **primary** sources of latest info as opposed to libraries & retailers. Check with your department as book/edition changes will impact all sections & formats of a course.
6. **Contacting publishers**
  - No deadlines apply. You may keep & write in books that you requested directly from publishers.
  - Start with contacts & websites on publisher “A or B Lists” at: <http://regis.edu/cpsfacbooksa>
  - Contact rep listed for Regis, otherwise publisher's main customer service department.
  - Publishers refer to adopted texts as “desk copies” and prospective texts as “exam copies”.
  - Use RegisNET email for confirmation of your teaching status & Regis affiliation. See #8.

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- Campus addresses:  
[http://legacysite.regis.edu/content/facst/pdf/CPS\\_faculty\\_campus\\_addresses.pdf](http://legacysite.regis.edu/content/facst/pdf/CPS_faculty_campus_addresses.pdf)  
For proper routing & tracking by publisher & Regis mailroom check your department name, mail-stop & campus address. Promptly notify publisher of any changes. Refer to publisher's policy on mailing desk copies to campus vs home addresses.
- Be persistent with publisher's reps & tech support depts when you need help with supplements, instructor access, new edition alerts, exam copies & feedback. Consult your department.
- Familiarize yourself with ebook versions & interactive components for textbooks. Browse ebook availability via the Bookstore's [CafeScribe.com](http://CafeScribe.com) site.

### 7. Hot Links — please report broken or updated links

- **Book Lady homepage** (resource manual): <http://regis.edu/cpsfacbooks>
- **Deadlines:** [http://legacysite.regis.edu/content/facst/pdf/Book\\_Process\\_Deadlines\\_2013.pdf](http://legacysite.regis.edu/content/facst/pdf/Book_Process_Deadlines_2013.pdf)
- **Bookstore** (Follett): <http://regisuniversity.bkstr.com>
- **CMMS textbook database:** <http://secure.regis.edu/cmms/login.aspx?> –desk copy & textbook adoption forms & researching book info reported by CPS to bookstore
- **CPS homepage:** <http://regis.edu/CPS/CPS-Student-Portal/College-for-Professional-Studies.aspx> – use this Student portal until the new Faculty portal is available
- **CPS syllabus directory:** <http://legacysite.regis.edu/regis.asp?sctn=cur&p1=spsug>
- **Learning & Design Dept:** <http://www.regisfacultyonline.org>
- **ITS help desk, RegisNET:** <http://legacysite.regis.edu/regis.asp?sctn=sr&p1=its> or call 303.458.4050 or 1-800-388-2366 x4050
- **InSite:** <http://insite.regis.edu> – SharePoint, WebAdvisor, ITS help, resources from various Regis departments
- **Library:** <http://legacysite.regis.edu/library.htm>
- **Mail & Copy Center:**  
<http://regis.edu/About-Regis-University/University-Offices-and-Services/Mail-Services.aspx>

### 8. Continuity with email — Your RegisNET email & access remains intact for your Regis life & is required for Regis business, textbook, web resources, important Regis updates etc. Advise students likewise.

For help contact:

#### Rhonda Leutner

(co-pilot) **desk copy distributions**

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303.964.5378 or 800.388.2366 x5378

Lowell Campus, Clarke Hall Room 368

#### Jasmine Ralat

(book lady) faculty textbooks & bookroom coordinator, liaison with faculty, bookstore & publisher reps

[jralat@regis.edu](mailto:jralat@regis.edu)

303.458.4274 or 800.388.2366 x4274

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