

Textbook Requisition Guide

Please follow the step-by-step diagrams below to enter a textbook requisition in the online textbook requisition tool: <https://tools.cnc.bc.ca/bookreq>

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Textbook Requisitions

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Textbook Requisition

FOR TERM: 2018F

Course: WEGD 241

Section: CI001

Deadline Friday, June 08, 2018

Notes

Instructor: S. Siddals ✓

Anticipated Enrollment: 20

☐ Reviewed

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Author	Title	ISBN	Publisher	Status	Access Code	
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The search will return a list of books that have been used by your department. Complete the status field by selecting required and ADD. This will add the textbook to complete the requisition.

Textbook Requisition

FOR TERM: 2018F

Course: WEGD 241

Section: CI001

Deadline Friday, June 08, 2018

Notes

Instructor: S. Siddals ✓

Anticipated Enrollment: 20

☐ Reviewed

☐ No Text Required

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Author	Title	ISBN	Publisher	Status	Access Code	
Enter new adoptions below Help						
<input type="text" value="Drucker"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Not Required	<input type="checkbox"/>	<input type="button" value="Search"/>
Multiple books found. Please select from below or Create New Book...						
DRUCKER	GRAPHIC DESIGN HISTORY	978-0-13-241075-5	PH	<input type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Not Required	<input type="checkbox"/>	<input type="button" value="Add"/>
DRUCKER	GRAPHIC DESIGN HISTORY	0-205-21946-2	PH	<input type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Not Required	<input type="checkbox"/>	<input type="button" value="Add"/>

Instructor Approval

Department Approval

If the book that you would like to use is not found using the search fields, it may not be in the system, and you will have to create a new book by selecting the Create New Book field. The Author, Title, ISBN and Publisher are required. The ISBN can be 10 or 13 characters, however; if the ISBN is not correct it will return an error message as the numbers are calculated for accuracy.

Textbook Requisition

FOR TERM: 2018F

Course: WEGD 241 Deadline: Friday, June 08, 2018

Section: CI001 Notes:

Instructor: S. Siddals ✓

Anticipated Enrollment: 20

☐ Reviewed ☐ No Text Required

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Drucker				<input type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Not Required	<input type="button" value="Search"/>
Multiple books found. Please select from below or Create New Book...					
DRUCKER	GRAPHIC DESIGN HISTORY	978		<input type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Not Required	<input type="button" value="Add"/>
DRUCKER	GRAPHIC DESIGN HISTORY	0-2		<input type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Not Required	<input type="button" value="Add"/>

Instructor Approval

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Author: Drucker

Title:

ISBN:

Publisher:

To complete the new requisition follow the previous steps by completing the status and adding the requisition.

Once you are satisfied with the requisition form that you have added or created save section information and Approve. Once the requisition is approved it will be forwarded to your admin for department approval. Once all approval is met it is forwarded to Michael in the bookstore.

Textbook Requisition

FOR TERM: 2018F

Course: SSWK 171

Section: CV202

Deadline

Friday, June 08, 2018

Notes

Instructor: B. Northey ✓

Anticipated Enrollment: 18

☐ Reviewed

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Author	Title	ISBN	Publisher	Status	Access Code	
HEINONEN, TUULA AND SPEARMAN, LEN	SOCIAL WORK PRACTICE: PROBLEM SOLVING AND BEYOND 3RD EDITION	978-017650038-2	IRWIN	<input checked="" type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Not required	<input type="checkbox"/>	Remove
MORAN, BRIGET	A LITTLE REBELLION	9780889782525	ARSENAL PULP	<input checked="" type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Not required	<input type="checkbox"/>	Remove

Enter new adoptions below

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Author	Title	ISBN	Publisher	Status	Access Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Search

Instructor Approval
Approved northey
6/7/2018

Department Approval **Approve**

Please note, if you need to make changes after the requisition has been submitted to Michael in the bookstore you will need to notify SUSCA by email so Michael can be notified.

Please contact the admin for your department, if you have any question regarding the textbook requisition tool, or if you experience technical difficulties.