

Instructor Desk Copy Guide

In order to place a desk copy order, the textbook must first be adopted. Instructors who are using a textbook must adopt textbooks for their class(es) each semester by emailing Laurie Bompert (laurie.bompert@uconn.edu) at the UConn Hartford Bookstore as soon as possible. If your class does not require a textbook, please email Laurie Bompert to let her know. **If you are teaching a course that has more than one section, the course lead is to adopt the books.** Once the textbook adoption is complete, you'll need the following information:

1. Instructor name and shipping address
2. Course number and name
3. Semester course will be taught
4. Expected enrollment (20 is a good number for this)
5. ISBN number and title of text requested

You'll need to go to the Publisher's website, find your text, and see how to request a desk copy. Usually, there is an email address or online form to complete the request.

Below is a list of frequently used publishers, including contact information for representatives:

Cengage

<https://www.cengage.com/discipline-social-work>

General Email: order.samples@cengage.com

You may request exam/desk copies by following the steps below:

Create/Log in to your instructor account at www.cengage.com.

1. If the textbook that you would like has not yet been added to your account, add it by searching by title, ISBN (recommended), etc.
2. Some newer titles may have an option to **View Sample Now**, which will immediately open an online version of the text. Otherwise, choose **Request Print Sample**.
3. You will see the following options: **Print Review Copy, and Print Desk Copy**. Choose the desired delivery option.
4. Provide the required course details, such as the name, enrollment size, decision date, and class start date.
5. Add a shipping address or confirm an existing address if one is on file.
6. Click **Submit Request**.

If the above steps do not work, please reach out to your [Cengage Learning Consultant](#) or contact Customer Support at (800) 354-9706.

Learning Consultant/Rep: Frank Cronin
frank.cronin@cengage.com
(203) 599-5100

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Columbia University Press

Columbia University Press uses Ingram Academics to process all of their desk copy requests. Follow the below link and type in the book's title, ISBN code, or author. Select the book and then click the 'request desk copy' option.

<https://www.ingramacademic.com/>

Support contact email: academicorders@ingramcontent.com

If you have a question about an **existing order**, please contact ordersupport@ingramcontent.com.

Guilford Press

<https://www.guilford.com/professors>

Follow the above link and follow the instructions to request a professor copy. After you adopt the text, the digital professor copy is your desk copy and remains yours to keep for one year.

Contact email: info@guilford.com

Hachette Academic

<https://www.hbglibrary.com/landing-page/hachette-academic-desk-copies/>

Follow the link above once you have adopted the text. On that page, there are instructions to request digital copies via VitalSource, or to request physical copies, please complete the desk copy request form.

Contact email: academic@hbgusa.com

Haymarket Books

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Ingram Academic

Follow the below link and type in the book's title, ISBN code, or author. Select the book and then click the 'request desk copy' option.

<https://www.ingramacademic.com/>

Support contact email: academicorders@ingramcontent.com

If you have a question about an **existing order**, please contact ordersupport@ingramcontent.com.

Updated 6/25/24

Macmillan Publishers

<https://us.macmillan.com/tradebooksforcourses/book-order>

You can use the link above to request a desk copy. Or, you can email academic@macmillan.com once you have adopted the book for a course.

NASW

<https://www.socialworkers.org/News/Facts/NASW-Publications>

If you have already adopted a book for your classroom, you may contact customer service to request a desk copy for the instructor(s). Proof of adoption is required.

Contact: naswpress@brightkey.net

Customer Service: 1-800-227-3590

NYU Press

<https://nyupress.org/exam-copy-request/>

For any issues with desk copy requests please email the Desk / Exam Copy team at nyudeskcopies@gmail.com.

Oxford University Press

<https://global.oup.com/ushe/find-your-rep/?cc=us&lang=en>

Follow the link to find a sale representative who can give you information about desk copies.

Contact: Alex Foley – Alexander.Foley@OUP.com

Customer Service: custserv.us@oup.com

Pearson

<https://www.pearson.com/en-us/search.html/Helping+Professions>

Follow the above link to see a list of social work/family therapy/human services topics. Select the topic that best suits your course or search by title, author, or ISBN. You will then see a list of different books. Select the book that you want a desk copy of and click

Updated 6/25/24

where it says “I’m an educator”. Press “request a copy”. You will need to log in as an educator to complete the request.

Detailed Instructions: <https://support.pearson.com/getsupport/s/article/Desk-Copy>

Contact: Charlie Olowokere – Charles.Olowokere@Pearson.com

Penguin Random House

<https://cart.penguinrandomhouse.com/education/desk/>

Routledge

<https://www.routledge.com/socialwork>

Follow the above link to see a list of topics within social work and key textbooks. Select the topic and book that you would like to use. Then select “for instructors; request inspection copy”. Fill out the information to receive an inspection copy. *Note that this publisher only has inspection copies for instructors NOT desk copies.

<https://www.routledge.com/our-customers/instructors/textbooks/inspection-copies>

Rowman & Littlefield

<https://rowman.com/Courses?L1=Social-Work&L1ID=26>

Information on ordering desk copies: <https://rowman.com/Page/TextBooksMain>

Contact: textbooks@rowman.com

Sage

<https://us.sagepub.com/en-us/nam/social-work-human-services>

Follow the above link to the page where you will see a list of books. You can narrow down the search to best suit your needs. Depending on the book you need, you can either get a free review copy or contact a local sales representative for more information. The link below is University of Connecticut’s sales representative.

<https://us.sagepub.com/en-us/nam/sales-representatives>

Contact email: textsales@sagepub.com

Updated 6/25/24

For Desk Copies, call Faculty Sales and Support at (800) 818-7243 ext. 6140 or email textsales@sagepub.com

Simon & Schuster

<https://www.simonandschuster.net/desk-copy>

Contact email: education.library@simonandschuster.com

Springer Publishing

<https://www.springerpub.com/behavioral-sciences/social-work.html>

Information on ordering desk copies: <https://www.springerpub.com/instructors>

Contact: Bill Kivett
Higher Education Sales Advisor
Phone: 720-983-7575
wkivett@springerpub.com

Springer Science and Business Media (SSBM) (Springer Nature)

<https://www.springernature.com/gp/authors/lecturers> - Complete the Textbook eCopy Request Form

University of California Press

**Uses Ingram Academic

<https://www.ingramacademic.com/>