

## The Harvard Coop Textbook Department

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Please submit your textbook order for the Spring 2009 semester by **Saturday, November 15th** before the busy holiday season.

Visit us at our new website at <http://www.thecoop.com>. It makes placing your order even faster and easier!

Just click on the "Textbooks" tab and follow the on-screen instructions to submit your book list online.

You may also contact us by:

- 1) **Telephone:** Call (617) 499.2223 to speak to a textbook employee and inform them you are placing your orders for your Spring 2009 courses.
- 2) **E-mail:** Accompanying this letter is a blank order form in Microsoft Excel format (.xls). You may fill in the appropriate fields and send it back to [textbooks@thecoop.com](mailto:textbooks@thecoop.com) (please write SPRING 2009 BOOK ORDER as the subject line).
- 3) **Mail:** You may call your department office and request a hard copy of an order form.
- 4) **Fax:** You may fax your completed order form to (617) 499.2178.
- 5) **In person:** The Coop is located at 1400 Massachusetts Avenue in Harvard Square. The textbook department is on the third floor of the Palmer Building.

Need help choosing your books for the spring semester? Visit the Coop's online [FACULTY CENTER](#) where you'll be able to:

- Search or browse a database of over 300,000 titles
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## Early book orders help to save students money. Here's how.

There are several ways that an early book order can save students money:

- The Coop has a "Book Buy Back" program that allows students to sell their used books for cash. For books that have been ordered for the upcoming spring term, the Coop will pay **50% of the book's original purchase price** to the student. *The earlier you place your book order, the better our chances of offering students more money for their books.* This program is a great way to significantly decrease the net price a student pays for a book.



**The "Buy Back" program's success depends on having book orders from professors! Early book orders allowed us to buy back books, which Harvard students donated to Habitat for Humanity, to realize over \$11,000 for their organization. This money will go toward funding trips for Harvard students to help build homes around the world.**

- Having your order early enables us to competitively shop a national used book wholesaler before their inventory is depleted by other schools in the country that have earlier start dates than Harvard. **Used books cost 25% less than their new counterparts**—savings passed directly on to the students.
- Please try to be as accurate as possible when estimating your enrollment. About 35% of the books we order are returned to the publishers as overstock. Processing returns is a costly process for publishers, often resulting in higher textbook prices. If your course becomes over-enrolled, please notify us immediately so that we may expedite a reorder for your course.

## Placing your order now will help ensure the availability of your books

It is the goal of the Coop textbook department to maintain a system that makes ordering books for your classes efficient and accurate. In doing so, we have set the **November 15<sup>th</sup>** due date which will allow us to:

- Solve common textbook issues such as books that are going into new editions or are out-of-stock and unavailable at publishers
- Avoid processing, shipping, and receiving delays to ensure that your books are on the shelves
- Properly handle changes and/or updates to orders
- Resolve processing and delivery errors
- Prevent book order delays due to publishers observing Thanksgiving, Christmas, New Year's Day, and Martin Luther King Day

**Working together, we can save students money and have your books on the shelf in time for the beginning of the spring semester!**

**Our many thanks,  
Bob Wuesthoff, Textbook Manager,  
Jon Kaczorowski, Textbook Floor Manager and the Coop Textbook staff**