

# TEXTBOOKS

## Finding the Textbooks You Need

This image is a sample of a Textbook Shelf Tag. These tags are placed on the shelves below the books needed for each course. The information on these cards is taken from instructor requisitions (author, title, publisher, C) and from the Schedule of Classes provided by the Office of the Registrar (course information, A-course and B-Class Number)

### Sample

UNIV. OF PITTSBURGH-GREENSBURG		SUMMER 2008	
<b>A</b>	<b>(ENGCOMP-0010)</b>	<b>(12345)</b>	<b>B</b>
COLLEGE COMPOSITION 1		DOE, J	
		ENRL	20
Required 1			
*** REQUIRED ***			
<b>C</b>	BEHRENS	20 / 9780321486431	LONGM
WRITING & READING ACROSS CURRICULUM (P)		10TH	8

Textbooks are arranged by Department (ex. Anthropology, Biology, Chemistry, etc.) and then by Course Number (ex. Anthro 0780, Biosc 0070, Engcmp 0010 etc.).

To find your books you will need your schedule. After finding the correct section, match the Course Name and Number from your schedule ( ex. Engcmp 0010 ) to the Course Name and Number on the shelf tag (A) . Then, find the Class Number on your schedule

and match it to the Class Number on the shelf tag (B). The books you will need will be listed on the shelf tag (C). If there is more than one textbook for the class the shelf tag will note this. Each textbook will have its own shelf tag and will be located on the shelf next to, above, or below the other books for the class.

**Required and Optional-** On the shelf tag, books and course materials are listed as Required, or Optional. If listed as Required, the instructor has informed the Bookstore that you will need the book for the course. If listed as Optional, the instructor feels that, while not essential, the material could be helpful to the student. Optional books are usually items such as Study Guides, Solution Manuals, Dictionaries, etc.

**New and Used Books.** The Pitt-Greensburg Bookstore sells both new and used textbooks. The used books are placed on the shelves along with the new books and are marked with a “Used” sticker. Used books may not be available for all books, and sold on a first-come-first-served basis.

**How Textbooks are selected.** Faculty members submit requisitions to the Bookstore indicating author, title and edition. The Bookstore then proceeds to order the books after taking into account the estimated enrollment for each class, the sales history of each title, etc.

The Bookstore has no voice in the selection of title or edition.