

**Quick Reference:**

(Check all that apply)

**Change** 

Change textbook used in class to a different text listed on COR

**Add** 

Additional text being add to Course &amp; COR

**Delete** 

Remove text from course and COR

**New Edition** 

Replacing previous edition of a text on COR and Course

**ZTC-OER** 

This is a ZTC-OER material.

<b>COURSE NUMBER &amp; TITLE</b> (ex. ARTH 2030 Survey of Asian Art)				<b>SEMESTER</b>
<b>INSTRUCTOR NAME</b>	<b>TODAY'S DATE</b>	<b>PHONE</b>	<b>EMAIL</b>	

<b>TITLE:</b>				
<b>ISBN:</b>		<b>EDITION:</b>		<b>YEAR:</b>
<b>AUTHOR:</b>		<b>PUBLISHER:</b>		
<b>PLACE OF PUBLICATION:</b>		<b>On-line</b> <input type="checkbox"/>		<b>In Print</b> <input type="checkbox"/>
<b>RENTAL:</b>	Y <input type="checkbox"/> N <input type="checkbox"/>	<b>USE:</b>	Required <input type="checkbox"/>	Recommended <input type="checkbox"/>
<b>ADA COMPLIANCE:</b>		I will request an alternative version of this text from the publisher:		Y <input type="checkbox"/> N <input type="checkbox"/>
<b>ZTC-OER: Please provide the URL link to the materials:</b>				

<b>Are you replacing a textbook?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>	<b>(If Yes, Please list the old textbook)</b>
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**\*\*Please note: Old textbook will be removed from Bookstore inventory and COR\*\***

**OLD TEXTBOOK**

<b>TITLE:</b>				
<b>ISBN:</b>		<b>EDITION:</b>		
<b>AUTHOR:</b>		<b>PUBLISHER:</b>		

**ADDITIONAL SUPPLIES**

ITEM and DESCRIPTION	ITEM NUMBER	VENDOR	USE
			Req <input type="checkbox"/> Opt <input type="checkbox"/>

The above text has been reviewed and meets my approval:

Instructor \_\_\_\_\_ Date \_\_\_\_\_

 Division Chair *Signature only required on new textbooks not new editions* \_\_\_\_\_ Date \_\_\_\_\_

**After division chair approval, please remit to the Bookstore for processing.**

**Bookstore Manager:** I have reviewed this text and am able to complete this request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Vice President of Instruction:** I have examined this text and approve its adoption as recommended.

Signature \_\_\_\_\_ Date \_\_\_\_\_