

Creating an Adoption on the Bookstore Website

Your Account

Welcome

- ➔ Update your profile
- ➔ **Department Information**
- ➔ View Submitted adoptions
- ➔ Log Out

Department Information:

Click here to add more departments to your profile.

1-2-3 Step-by-Step Method

- ➔ **Guided Adoption**
 - Limited To one course/section
 - Can add merchandise
 - Cannot save Partial adoption

Guided Adoptions:

Click here to adopt your books.

Direct Entry Method

- ➔ **Quick Adoption**
 - Enter multiple ISBNs
 - Cannot add merchandise
 - Cannot save partial adoption

Quick Adoption:

Click here to use the quick adoption method to adopt your books. You will need the ISBNs of any books you would like to adopt if using this method

Maintenance

View Adoptions

- ➔ View submitted adoptions
- ➔ Search adoption history

Edit Adoptions

- ➔ Copy an adoption

Book List

- ➔ View your book list
- ➔ View your merchandise list

Submitted Adoption:

Click here to view adoptions you have already submitted for this term.

Adoption History:

Click here to search past terms' adoptions.

Copy Adoption:

Click here to copy an adoption from the current or previous

View Book List:

Click here to view a list of books you have adopted previously. You can add all books you'd like to adopt to your book list before starting the adoption process, which will make those books more easily accessible

Guided Adoption Process

Step 1: Create Course → Step 2 → Step 3 → Step 4

Department and Term

Term:

Department:* [Add Department](#)
Please Click "Add Department" to add departments to your profile.

Instructor Filter

Filter by Instructor:

Course Information

Select By Course/Section

Course:*

Section:*

Instructor:*

Materials:
 Check If course does Not require materials

Section Information

Estimated Enrollment*

Pre-Enrollment*

Step 1: Create Course

- Select the term, department and course information on this page. If you do not see the department you need to adopt from on the dropdown menu for departments, choose the “Add Department” link to add more departments to your profile.
- To filter by instructor (which displays only the course and section numbers associated with that instructor) choose the instructor’s name from the dropdown. It’s not necessary to filter the courses by instructor, although it may be helpful if your department has a lot of courses.
- If you cannot find the course number in the course dropdown, click the “Add Course” link to the right of the dropdown to type in your course information.
- If you do not plan on requiring any materials for the course, please check the box on this page. If this box is unchecked and you have not adopted any books for the course, the system will not accept your adoption.

Step 2: Find Books

There are several ways to find books to adopt. You can look at your book list, you can browse books by subject, you can search for books by ISBN, title or author, or you can look at the history of the course to find books.

Your Book List

Step 1 → Step 2: Find Books → Step 3 → Step 4

Your Book List Browse Books Book Search History Add a Book


View your previously adopted textbooks.

Your Book List

© Copyright Year: All Years

Sorting By: Select

Textbooks



GUIDE TO LIBRARY RESEARCH METHODS
Author: MANN
Publisher: OXF
Edition: 87
ISBN: 978019504944
: \$12.95
Cover Type: Paperback
Usage: Required

Adopt

Adoptions Cart

Fall 21
EG any
Section: any

Continue

Cancel

- Your Book List is a listing of any books you have previously adopted, or books you have added to your booklist from the Faculty Adoptions home page.
- Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

Browse Books

Your Book List **Browse Books** Book Search History Add a Book

Browse for textbooks by subject. Click a subject to expand the selection.

Browse Textbooks

© Copyright Year: All Years Sorting By: Select

- + Agriculture & Animal Sciences
- Architecture, Engineering, Manufacture & Transport
 - Architecture
 - Architectural Criticism
 - Architectural Engineering
 - + Architectural History
 - Architectural Preservation
 - Architectural Reference
 - Architectural Theory
 - Computer Aided Drawing / Drafting
 - Construction
 - Decoration & Ornament
 - Domestic Architecture
 - Engineering Drawing / Drafting
 - Interior Architecture / Interior Design
 - Introductory / General Architecture
 - Landscape Architecture
 - Public, Commercial, or Industrial Buildings
 - Urban Planning
 - + Building & Construction
 - + Engineering & Design
 - General Technology Issues
 - + Manufacturing & Textiles
 - + Transportation
- + Arts & Humanities
- + Business & Economics
- + Communication & Media
- + Computer Science & Technology
- + Education
- + Hard to Find

« Previous ... 1 2 3 4 5 ... Next »

SPACE, TIME+ARCHITECTURE, (REV+ENLG)
Author: GIEDION
Publisher: TRILITERAL
Edition: (5TH)67
Status: Old Edition
Check for new edition.
ISBN: 9780674830400
: \$65.50
Cover Type: N/A
Adopt

HIDDEN DIMENSION (LARGE FORMAT)
Author: HALL
Publisher: PENG RAND
Edition: 82
ISBN: 9780385084765
: \$16.95
Cover Type: Paperback
Adopt

LEARNING FROM LAS VEGAS
Author: VENTURI
Publisher: PENG RAND
Edition: REV 77

Adoptions Cart

Fall 21
FC 101
Section: b

GUIDE TO LIBRARY RESEARCH METHODS
[Detail](#) [Remove](#)

- Use the browse books function to search for books by subject matter. Each subject matter is broken down further into more specialized subjects. The books will display to the right of the subject list.
- Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

Search for Book

Your Book List **Browse Books** Book Search History Add a Book

Search for textbooks by Author, Title, ISBN, or Keyword

Title Search... Search

Textbook Search Results

© Copyright Year: All Years Sorting By: Select

Adoptions Cart

Fall 21
FC 101
Section: b

- To search for a book by Title, Author, ISBN or Keyword, select what you'd like to search by from the drop-down on the left and type your search terms into the box. Your results will display below.
- Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

History

Your Book List Browse Books Book Search History Add a Book

Search previous adoptions by Department or Term

Department: *

DM

Date Range:

mm / dd / yyyy

Term:

All Terms

To:

mm / dd / yyyy

Instructor:

Instructor

Search

History Results

Adoptions Cart

Fall 21
FC 101
Section: b


- You can also search for books adopted in previous terms. If you're looking for a specific term, choose it from the "Term" dropdown. You can also search by date range.
- Select "Adopt" on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

Step 3: Select Usage

Step 1 → Step 2 → Step 3: Select Usage → Step 4

Select Usage

Textbooks



GUIDE TO LIBRARY RESEARCH METHODS
Author: MANN
Publisher: OXF
Edition: 87
ISBN: 978019504944
Price: \$12.95
Cover Type: Paperback
Usage: *

Select Usage *

Adoptions Cart

Fall 21
FC 101
Section: b

GUIDE TO LIBRARY RESEARCH METHODS
[Detail](#) [Remove](#)

Message to Book Store

Message to Bookstore

Current: 0 | Remaining: 1500 | Maximum: 1500

Continue Cancel

- In this step, you will need to select whether the book is required, recommended, optional or a study aid. You can also include a message to the bookstore. This is a good spot to include a message about any merchandise (calculators, graph paper, lab equipment) that you would also like included in the course requirements.

Step 4: Adoption Review

[Step 1](#) → [Step 2](#) → [Step 3](#) → [Step 4: Adoption Review](#)

Adoption Review (Adoptions are Not final until you click Submit below)

Adopter: Erin Cannon

Term: Fall 21

Department: FC

Course: 101

Section: b

Course Message:

[Edit Course Information](#)

Send copies of this adoption notification to:

Max 4 emails, seperated by comma

Instructor: any

Est. Enrollment: 7

Pre-Enrollment: 1

Textbooks



GUIDE TO LIBRARY RESEARCH METHODS

Author: MANN

Publisher: OXF

Edition: 87

ISBN: 978019504944

: \$12.95

Cover Type: Paperback

Usage: Required

Submit

Cancel

- You can review your adoption before it is submitted in this step. Please make sure that all information is correct. If you need to correct course or book information, click on the step number in the heading to go back to that step. You can also list email addresses that you would like to send your adoption information to, like a department head or another faculty member. There's no need to list your own email address, you will automatically get a copy of your adoption by email.
- If everything looks correct, choose the "Submit" button to submit your adoption

Submission Complete

[Bookstore Home](#) / [Faculty Adoption Home](#) / [Submit Complete](#)

Submit Complete

Success! Your adoption has been submitted.

Go to...

[Print Adoption](#)

[Create New Adoption](#)

[Copy Adoption to New Course](#)

[Faculty Adoption Home](#)

Adoption Summary

Adopter: Erin Cannon

Term: Fall 21

Department: FC

Course: 101

Section: b

Instructor: any

Est. Enrollment: 7

Pre-Enrollment: 1

You should see this page if you have entered all information necessary. Your adoption will be sent to the store within 20 minutes, and after that time, you will be able to edit the adoption if necessary. From this page, you can print your adoption, create a new adoption, and copy your adoption to create a new one.