**Instructor Desk Copy Guide**

In order to place a desk copy order, the textbook must first be adopted. Once that 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 publishers, including contact information for representatives that I have worked with directly:

**Cengage**

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

General Email: order.samples@cengage.com

Follow the above link to see the list of books offered. Select the book in which you would like a desk copy of. There will be a screen that shows the book and says “instructors next steps”. Select “contact a rep for a consultation” and fill out the required information. Where it says “Cengage, at your service! How can we best meet your needs?” select request a desk copy.

**Todd Steinau**

**Education | Health Care | Social Work | Counseling | Trades | Criminal Justice**

Learning Consultant-Cengage Learning

10650 Toebben Drive, Independence, KY 41051

800.513.1046 x 74399  Direct 859.657.4399

Email Todd.Steinau@Cengage.com

[www.cengage.com/highered/](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cengage.com%2Fhighered%2F&data=02%7C01%7Ckayla.cole%40uconn.edu%7C236ea9ae94e340fa36bc08d8196f7c9f%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C1%7C637287313920225754&sdata=%2B5sYwpa7A1TyEgaSF0nm%2BqgaYhuXHcwhbi2g2ARaP1Y%3D&reserved=0)

**Columbia University Press**

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

academicorders@ingramcontent.com

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

**Guilford Press**

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

 Follow the above link to request a print copy. After you adopt the text, the print copy becomes your desk copy. If you already decided to adopt one of their book without looking at the print copy, they will provide you with a complimentary desk copy.

Contact email: info@guilford.com

**Hachette Academic**

https://www.hbgacademic.com/

 Follow the link above once you have adopted the text. Search for the text you need a desk copy of. On that page, there is a link to the Desk Copy Order Form.

 Contact email: academic@hbgusa.com

**Haymarket Books**

\*\*Uses Ingram Academic

**Ingram Academic**

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

**Macmillan Publishers**

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

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

Contact: Kim McArdle - kim.mcardle@macmillan.com // customersupport@macmillanusa.com

**NASW**

Contact: Helen Williams – HWilliams.nasw@socialworkers.org

Send an email to Helen Williams requesting a desk copy. Helen will send you a form to complete and scan back to her.

**NYU Press**

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

**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)

**Pearson**

<https://www.pearson.com/us/higher-education/humanities---social-sciences/social-work---family-therapy---human-services/social-work---family-therapy---human-services.html>

 Follow the above link to see a list of social work/family therapy/human services topics. Select the topic that best suits your course. You will then see a list of different books. Select the book that you want a desk copy of and scroll to where it says “if you’re an educator”. Press “request a copy” and fill out the appropriate information. After filling out that information, you will be able to check out.

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

**Penguin Random House**

[https://cart.penguinrandomhouse.com/education/desk/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcart.penguinrandomhouse.com%2Feducation%2Fdesk%2F&data=04%7C01%7C%7Cb6dffb9efaed41e61ba508d9a53b514f%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637722496447697784%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4HWPgLFatzCkGNJMMWP6CY0gZHgWm5tGdOaYRlFRJzY%3D&reserved=0)

**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.

**Rowman & Littlefield**

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

Information on ordering desk copies: <https://rowman.com/Page/TextBooksMain>
General questions regarding Review copies, email reviews@rowman.com

textbooks@rowman.com for desk copies

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**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. On the left-hand side, 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

Staci Wittek

*Sr. Field Marketer*

SAGE Publishing

M:  704.575.1780

Staci.wittek@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>

Jill Legg

Associate Sales Manager

**Springer Publishing**

P: 502-257-8877

jlegg@springerpub.com

**University of California Press**

\*\*Uses Ingram Academic