

## DESK COPY POLICY

The following is a summary of our desk copy request policy. In order to fulfill desk copy requests, the following guidelines must be met:

**To request a desk copy, professors can send an e-mail, fax or letter to the Press:**

RIT Press

Attn: Laura DiPonzio Heise

90 Lomb Memorial Drive

Rochester, NY 14623-5604

[Imdwml@rit.edu](mailto:Imdwml@rit.edu)

(585) 475-5819 (voice)

(585) 475-4090 (fax)

**The request should include the following:**

1. name and address to which the books should be sent
2. e-mail
3. phone number
4. title of the course
5. expected enrollment
6. semester or quarter in which the course will be offered
7. course level (undergraduate or graduate)

**Terms of desk copy**

The desk copy will be sent to you free of charge for a period of 30 days.

**After 30 days, the following applies:**

1. The book can be returned in its original condition at no charge.
2. The professor or institution can place an order for a minimum of 10 copies of the book and keep the desk copy free of charge.
3. The desk copy may be kept for personal use and RIT Press will issue an invoice at a 40% educational discount plus shipping and handling.