Course Materials Requisition Requirements

USM and its faculty are required to comply with the Higher Education Opportunity Act of 2008 (HEOA), which states that universities must provide a complete list of required and recommended course materials to students during a semester’s registration period, ensuring students know the full expected cost of a course before choosing to enroll.

How to submit requisitions:

- Electronically at the Bookstore website. Click on Faculty Requisitions on the left-hand side of the home page. If you haven’t already created a user account (which is separate from your Maine Street account), you will need to do this before proceeding.
- Complete and return our fillable requisition form to usmbookstore@maine.edu.
- In person in the Woodbury Campus Center, Monday - Friday, 8:00 AM – 4:30 PM.
- By phone at (207)780-4070.

Submission requirements:

- Include the International Standard Book Number (ISBN) of each text or bundle, along with the author, title, and edition or publisher. ISBNs are 13 digits long. Bundle ISBNs must be obtained by instructors from a publisher sales representative.
- If you are not requiring a textbook for your class, we still need to receive this information.
- Indicate if the book is required, recommended, or optional.
- Submit your requisition as soon as possible if you would like to use an old edition or out of print title; these can take much longer to source.
- Indicate if you want students to purchase only new materials (e.g. access code, workbook).
- Let us know if you wish to attach an informational note to a text.
- Requisitions must be submitted each semester. We cannot assume that the same books will be required from one semester to the next.

Please note:

- Desk Copies - Publishers do not send desk copies to the Bookstore. We are only able to provide publisher contact information for obtaining desk copies directly. Professors may also charge a textbook from the Bookstore shelves to their department or borrow it for up to 30 days (to be returned in the same condition).
- Third Party Billing Services - If a student has a third party paying for their textbooks (e.g. Veterans Administration, Department of Labor), they are only able to purchase materials through the University Bookstore. When we do not receive your course material information, these students are unable to use their agency funds.