



Random House of Canada Exam and Desk Copy Policy

Desk Copies

Random House of Canada is pleased to provide desk copies of any adopted text that is required reading for the course. Only one desk copy is available for every twenty copies of each title ordered for course use. Desk copies cannot be sent until you have placed your book order with your university or local bookstore. Desk copies will not be shipped to residences; they must be mailed in care of your institution.

To order a desk copy please use our online service. Go to www.randomhouse.ca and click on the right hand side under "Services for Academics". Then follow the instructions. You will need the following information:

The title, author and isbn of the book being used in the course,

The course name, code, start date and the estimated enrollment

The name and telephone number of the bookstore where you placed your order

Your name, telephone number, e-mail address and full shipping address of your institution

Please place desk copy requests at least six weeks before the start of classes. We will process desk copy requests as quickly as possible, however requests that do not contain all of the above information may cause a delay in processing. **For the quickest service please place your orders online.** If you do not have access to the internet, you may fax your request on your institutional letterhead to (905) 624-6217, attention Academic Department. Please include all of the above information.

You may also mail your request on institutional letterhead to :

Random House of Canada

2775 Matheson Blvd. East

Mississauga, Ontario

L4W 4P7

Attention: Academic Department

Examination Copies

Examination Copies are available to college or university professors seeking titles to review for possible course adoption. Requests must be made in writing on college or university letterhead stating the author, title and isbn of the title. The charge for examination copies, to cover shipping and handling costs, is \$5.00 for each book that retails for \$30.00 or under, and 50% of the book's retail price for titles over \$30.00. **The maximum number of titles allowed is six per year.** Please contact us at academicitype@randomhouse.ca to inquire about price and availability before placing your order. Pre-payment is required before we will ship an examination copy. Please include your name, telephone number and full institutional mailing address with your request. Please provide credit card information, or send us a cheque made payable to Random House of Canada and mail your order to:

Random House of Canada

2775 Matheson Blvd. East

Mississauga, Ontario

L4W 4P7

Attention: Academic Department

or fax to (905) 624-6217 attention: Academic Department

All examination and desk copy requests are subject to review and approval. Any questions, please contact us at academicitype@randomhouse.ca or call the Academic Department at (905) 624-0672

Information for High School Teachers and Instructors

Random House of Canada does not sell directly to schools or school libraries. Please contact your local school wholesaler to order any of our books. If you would like a list of wholesalers in your area, please e-mail us at academicitype@randomhouse.ca or call the Academic Department at (905) 624-0672

Teacher's Guides for many of our books are located at www.randomhouse.com/highschool/guides

Also check out www.bookclubs.ca for lots of background information about authors and good discussion questions for your class.

Any questions about any of our books, please contact us at academicitype@randomhouse.ca