



## EARLY COLLEGE BOOK REQUEST INSTRUCTIONS

All book requests for Early College Books must be submitted via the Google Form. Books requested will be pulled in the order they are received between 7:00 am and 12:00 pm daily. Do not pick up books until you have received an email instructing you to pick them up. The process will be as follows:

1. Fill out and submit the [google form](#) for all books needed:



2. Once your book request has been reviewed you will receive an email with the following information:
  - a. Which books from your request that we have in stock. All books that are in stock will be pulled and checked out to you.
  - b. Which books we can put you on a waiting list for. If you would like to be put on the waiting list for a specific book, make sure to respond to the email!
  - c. Which books you will have to procure through other means.
  - d. The date by which you must pick up your materials.
3. You will have 5 days to pick up your requested materials. If you do not pick up your materials by the given date, they will be returned to the shelves or given to the next person on the waiting list.

If you have any questions please contact: Ms. Wade in the media center at [cwade@davisonschools.org](mailto:cwade@davisonschools.org).  
[cwade@davisonschools.org](mailto:cwade@davisonschools.org)

## EARLY COLLEGE BOOK REQUEST TIPS

1. As soon as you receive all your classes, please request your books! Early requests make for better timing for reimbursements as well as procuring books that we do not have here at DHS.
2. Books that are checked out from DHS are due back at the end of your Mott Semester.
3. If you need a book for summer, you will need to check it out before the end of the school year for DHS.
4. In order to receive book reimbursements, once you receive the [reimbursement form](#), you will need to bring the form and the book to the DHS library to be processed. Once it is barcoded and processed, then you may submit for reimbursement.
5. DHS does not carry access codes, electronic access or electronic labs. You will need to procure those elsewhere and seek reimbursement for them.
6. If you're on the waiting list for a book, you will be notified when the book is ready. If you need to be removed from the waiting list, please email Ms. Wade in the media center at [cwade@davisonschools.org](mailto:cwade@davisonschools.org).