Overview

The purpose of this job aid is to guide faculty in searching for available IU eTexts prior to initiating an IU eTexts adoption request.

Questions? E-mail etexthlp@indiana.edu.

Steps

Open the IU eTexts Catalog

1. Log into One.IU.

2. Select Faculty Services from the Category menu, or search for etext.

3. Click on the app for IU eTexts Catalog

4. Save to My Favorites to make it easier to access in the future.
Search the IU eTexts Catalog

1. Enter as many details as you have.
2. Click **SEARCH**.
3. Based on the search criteria you entered, you are presented with available IU eTexts. If your eText is available you will need this information to initiate your eText request for a given course/section combination. Please make note of the details. You will need to know the Title and/or Author in order to submit an IU eTexts adoption request. You will want to know the ISBN to verify you have the correct edition.

Request a title be added to the IU eTexts Catalog.

If you have confirmed you have the proper publisher, ISBN, author, and title and you are still unable to find the title in the IU eTexts Catalog, request the publisher add the title.

1. Select the appropriate Publisher from the **Publisher** drop-down menu.
2. Once you have selected a Publisher, click **Email Publisher**.

3. A new window will pop up with a pre-addressed e-mail template. Please fill in ALL the requested details (to avoid delays), and send the e-mail.

A copy of your request also goes to the IU eTexts Business Analyst, who will track your request for you. Once your requested title is available, the IU eTexts Business Analyst will e-mail you to let you know your requested title is ready to adopt.

Please note: 1) Most publishers do not send a confirmation. 2) Most requests take 4-5 business days to fulfill. Requests to Pearson normally take 10 business days.

**Request a publisher be added to the IU eTexts Catalog**

The following publishers are listed under Courseload in the drop-down menu:

- F.A. Davis
- Human Kinetics
- Legerity Digital Press
IU eTexts
Search the IU eTexts Catalog (Faculty)

- Oxford University Press
- Taylor & Francis
- Thuze
- Van Griner
- Wolters Kluwer

If a preferred publisher is not listed in the IU eTexts Catalog, e-mail etexthlp@indiana.edu to request they be added. Please include, in your e-mail, the details of their materials you have used in the recent past, including the term, course, and class in which you used them.

We will reach out to them, inviting them to partner with us in the IU eTexts initiative. It will be helpful for you to also contact the publisher to tell them you want them to participate.