

will include an invoice with the book, at a discount, which will be cancelled if the teacher notifies us that the book has been adopted as a text with a reasonable number of students (usually around 20, but this is not a hard and fast rule). The examination copy then becomes a Desk copy. If not chosen as a text, the publisher expects the teacher to either pay for the book or return it within a reasonable period of time. Realistically, no real effort is made to collect the money if the teacher ignores the invoice, but it will mean that other future requests by that teacher or school will be refused. Some publishers request credit card number with the request, and will bill the teacher if no response is made within a period of time. It's important to remember that exam copies shouldn't be considered "free books;" the publisher expects some return on the time and money invested in sending out the books.

**Desk Copies:** These are books given to the teacher when a significant number of that text is ordered by the school or school bookstore. They are free, and may be requested each year for new TAs if necessary. Typically, requests for desk copies include information about the course (when it starts, how many students are expected, etc.) and the name of the bookstore(s) that have or will order the book. Many publishers wait until the bookstore actually orders the texts before sending the desk copy, to insure that the class is actually going to happen, and the numbers of students predicted by the teacher are realized.

**Review Copies:** Books that are considered for a book review in a respected journal are often sent free of charge. Requests should give as much concrete information as possible, including name of the journal where the review will appear, time frame for publication, and academic credentials including other published book reviews. Publishers are most willing to promote new books, and often send out advance copies to journals, so check with the journal's book review editor to see if any review copies have been sent before making the request. Also, if you have a personal relationship with an author, it is a good idea to

have them make the request to the publisher on your behalf.

All requests should be made on departmental or official school letterhead, and many college bookstores belong to the National Association of College Stores (NACS), which has a standard form that can be used by teachers. And usually the book is sent to the department office address, but if necessary or convenient, give your home address as well. Be sure to include your phone number and e-mail address as well.

Some tips: make your request early, as much as several months before the start of class. This advance information can help the publisher or distributor insure adequate stock when the time comes. With imported books from China or elsewhere, even six months is a good idea. Be sure you are requesting the book from the publisher, if possible, and not a distributor or other middleman company, which has a less vested interest in providing the complimentary books.

Also, if you are looking for a new text but don't have a specific text in mind, just request a type of book (what level, teaching method, simplified or traditional characters, etc) and let the publisher/distributor suggest something appropriate. Finally, don't be greedy and request to examine all the texts available, but rely on catalog or web copy and other teachers to narrow down the best choices. And if you haven't received the book after a reasonable period of time, feel free to follow up the request. Processing desk copies is often delayed if the publisher is waiting for the actual order, or the arrival of new stock, or just general busyness. If obtaining the book is truly urgent, consider buying the book directly, and then examining it, and request a desk copy later if suitable.

Accompanying audio-visual or software products are usually not sent as exam or desk copies. With audio tapes, permission to copy them for use in the school's language lab may be granted with the purchase of the product.

Finally, publishers are eager to get classroom adoptions of their textbooks, as it can mean great business for them over many years, and want to

work with you, so don't be shy in making requests.

## SOFTWARE AND WORLD WIDE WEB NEWS

### ***KingHanz for Palm OS or Pocket PC***

<http://www.gakusoft.com>

*KingHanzi* is a Chinese - hanzi flashcard system for learning to read and write Chinese on the PalmOS. It includes stroke order animations and automatic stroke order feedback for over 530 characters. A flashcard contains single or multiple hanzi, the romanized pronunciation, and the English meaning. Over 30 lessons are included from the text book *Practical Chinese Reader I* (ISBN: 7-100-00088-2) and *Practical Chinese Reader Elementary Course: Book 1* (ISBN: 0-88727-229-0), which cover the equivalent of a first year Chinese course. \$24.95

### ***Ivocalize Voice Conferencing Technology***

<http://www.ivocalize.com/help/index.html>

**Ivocalize** is a new voice conferencing technology that incorporates voice chat, text chat and web browsing into one small package.

### ***China Maps***

<http://www.lib.utexas.edu/maps/china.html>

This web site has various categories of China maps: China Country Maps, China City Maps, China Detailed Maps, China Thematic Maps, and China Historical Maps.

### ***Fan Jian Traditional-Simplified Chinese Character Tutor***

<http://www.language.berkeley.edu/fanjian/start.html>

An online program to learn characters, created by UC Berkeley.

### ***Penless Chinese Language Learning Software***

<http://www.penlesschinese.org/download.html>

A project funded by FIPSE, Department of Education. Students can use this program to type characters by inputting Pinyin with tones.

### ***Grammar Notes for PCR users***

<http://cgi.www.all-day-breakfast.com/cgi-bin/www.all-day-breakfast.com/big5.cgi>

This web site provides grammar notes for PCR users.

### ***Chinese ERIC***

<http://www.fed.cuhk.edu.hk/ceric/gsearch.phtml>

Search the Chinese ERIC journal abstracts. This page support both English and BIG5 Chinese.

### ***Morning Sun Website: the multimedia databank for the Cultural Revolution***

<http://www.morningsun.org/>

This web site collects multimedia data about the Cultural Revolution including songs, TV and radio broadcasting programs, movies and the "model" operas (樣板戲) and photos taken during the period.

### ***Gateway Service Center of Chinese Academic Journal Publications***

<http://www.library.pitt.edu/gateway/>

Provides free delivery of full-text copies of Chinese-language academic journal articles to any researcher in the United States.

CUP full page

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