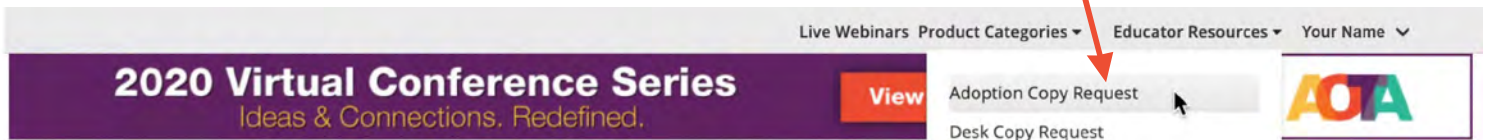


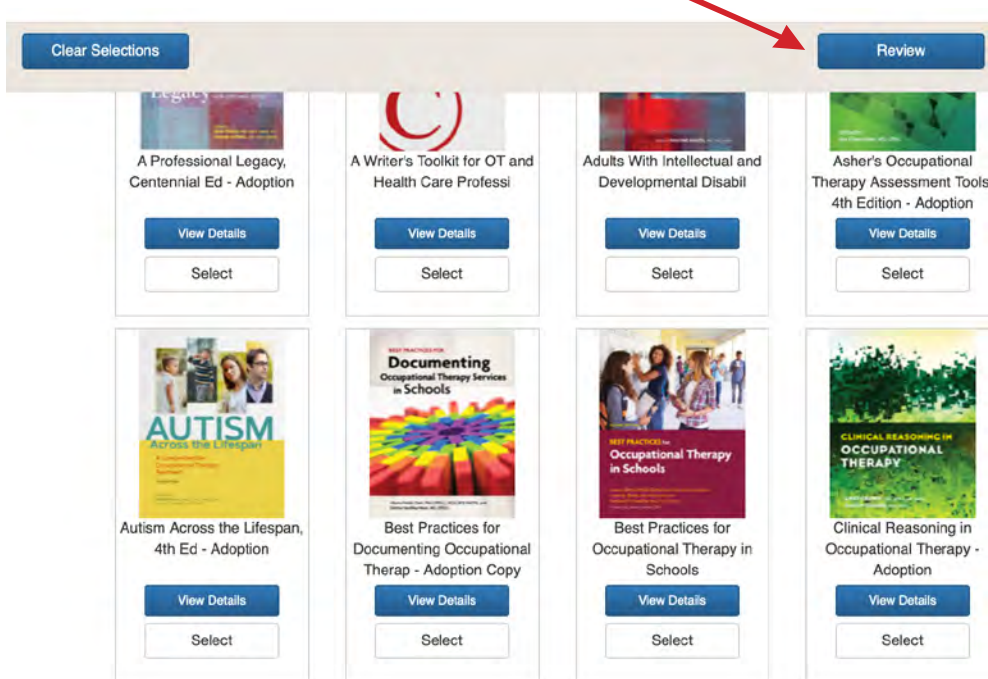
## How to Request Adoption Copies

AOTA Press offers textbooks, Practice Guidelines, assessments, and exam prep of the highest quality and demonstrable value to occupational therapy faculty and students. **Adoption copies are provided as ebooks.** Questions? Contact AOTA Press at [aotapress@aota.org](mailto:aotapress@aota.org).

1. Go to <http://store.aota.org> and log in with your MyAOTA user name and password.
2. Look under “**Educator Resources,**” on right and click on “**Adoption Copy Request.**”



3. Select “Product Topics” you are interested in or scroll down for AOTA Press titles. Click “**Select**” to choose titles you’d like to adopt. If you change your mind about a title, just hit “**UnSelect**” under the title or “**Clear Selections**” at the top of the screen.
4. Once you’ve found what you want, choose “**Review**” to see the titles you’ve chosen.

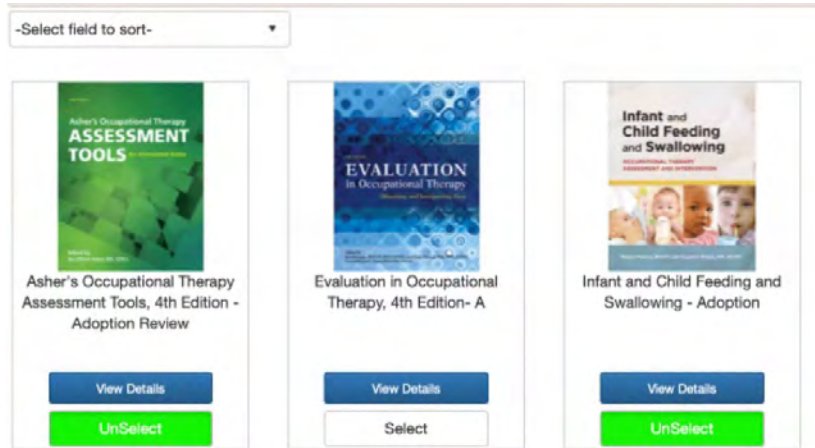


5. Choose your educational institution from the dropdown list, or choose “**School Not Listed**” to enter your institution manually.
6. Choose “**Place Order**” to finalize your request. You will receive an email confirmation with information on accessing your ebook once your request has been approved. (ebooks are accessed at <https://library.aota.org>).

## How to Request Desk Copies

Once you've adopted a text for a course, it's easy to get a desk copy for your personal use!

1. Go back to “**Educator Resources**,” and click on “**Desk Copy Request**.”
2. The store will show books you've requested for adoption review. Click “**Select**” for the title(s) you'll be using in your class, and then “**Review**” to see your selections.



3. If you are requesting a print desk copy, check your mailing address to ensure that you will receive your book(s) at the correct address.
4. From the dropdown menu, let us know how students will be ordering their textbook (e.g., AOTA Store, campus bookstore). Remember that student members receive the AOTA member discount when ordering through the AOTA Store!

The screenshot shows a "Review Your Selections" form. At the top, it says "You have selected 2 desk copy items. Please review your selections below." followed by a note: "Note: Please verify your mailing address and complete the section on how students will be acquiring their materials." Below this is a "Mailing Address:" field with a "Change" link and the text "No Default Mailing Address". Then there is a question: "How will students be acquiring their materials? Please let us know how your students will be acquiring their copies of this publication for the course." with a dropdown menu currently set to "Other Method". Below that is a text input field with a red asterisk and the text "Please enter the name of the Bookstore or other source they will be using." At the bottom of the form are two buttons: "Back to Selections" and "Place Order".

5. **Place your order.** You'll receive a confirmation email once the desk copy request is approved.

The following titles are available only as print copies.  
Please email [aotapress@aota.org](mailto:aotapress@aota.org) to request a copy of these publications.

- Activity Card Sort, 2nd Ed.
- Compensating for Memory Deficits
- KELS, 4th Ed.
- Life Balance
- Lifestyle Redesign, 2nd Ed.
- OT Practice Framework
- OT-DORA
- Perspectives on Occupation-Based Practice, 3rd Ed.
- Sensory Integration
- Social Profile
- Test of Grocery Shopping Skills
- Weekly Calendar Planning Activity