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JAN 4 2011

GENERAL COUNSEL  
Eastern Illinois University

**FREEDOM OF INFORMATION ACT (FOIA) REQUEST  
FOR EASTERN ILLINOIS UNIVERSITY RECORDS**

To: Robert L. Miller  
FOIA Officer/ General Counsel  
Eastern Illinois University  
  
600 Lincoln Avenue  
Charleston, IL 61920  
Telephone: 217-581-7249  
Facsimile: 217-581-7989

Date: 1/4/2010

From: Emily Hensley  
Printed Name of Requester

Mailing address:

Telephone number:

Please type  
or  
print clearly.

If you are an EIU employee, please indicate below the name and address of your department ONLY if you want the record(s) to be sent there.  
Department: \_\_\_\_\_  
Address: \_\_\_\_\_

Description of requested record(s):

We would like to request the bookstore shelf list for Spring 2011. Please see the attached formal request.

FORM MUST BE SIGNED.

Emily Hensley  
Signature of Requester

Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to 5 ILCS 140/3(d), a response from the FOIA Officer will be provided within five business days. You will be notified if additional time is required to process your request.



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GENERAL COUNSEL  
Eastern Illinois University

January 4, 2011

Marcia K. Lawhead  
Office of General Counsel  
Eastern Illinois University

Dear Ms. Lawhead,

I would like to request a copy of the textbook information for all formal courses during the spring 2011 academic term at Eastern Illinois University pursuant to the 2008 Higher Education Opportunity Act (HEOA).

*To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall— disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes, except that—if the International Standard Book Number is not available for such college textbook or supplemental material, then the institution shall include in the Internet course schedule the author, title, publisher, and copyright date for such college textbook or supplemental material.*

HEOA §112(d)(1)

I prefer the information to be provided electronically, however any format is acceptable. The report should include the following data points:

- Book Title
- ISBN (International Standard Book Number)
- Course
- Section
- Professor

If the textbook information I am requesting is listed online, with your permission, I would like to pull this information from the website, rather than your office providing a report. Please let me know if this is possible and if I can proceed by getting the information through the website.

If I am not allowed to pull the information from the website, please let me know of any fees associated with fulfilling this request, as I would appreciate an estimate ahead of time. Additionally, I would like this information as soon as possible. I understand that the textbook information may not yet be completed for the spring 2011 term; however I am interested in receiving an estimate for the partial data that you have, and request the full list when available at a later date. Please feel free to contact me with any questions or concerns.

Thank you,

Emily Hensley  
University Relations

**MyEdu Corporation**