



SENT ON BEHALF OF THE STA PRO-D COMMITTEE

DEAR TEACHERS,

Below and attached are all the details you'll need to access our new **STA Pro-D Book Catalogue**.

TEACHER PROFESSIONAL BOOKS

Professional books are targeted towards teachers, used for improving teaching practices. They show teachers how to teach a certain subject or concept or how to teach students with specific needs. They may focus on classroom management, assessment practices, child psychology or other topics related to teaching.

Books, videos, software and teaching materials that will be used directly in the classroom are not considered professional books and are not funded by the STA.

STA Pro-D Book Catalogue

In partnership with Munro's Books

GENERAL INFO:

- ★ The technical process for ordering books is quick but we encourage you to take your time to browse the 100s of curated books.
- ★ Pro-D Book orders placed in partnership through Munro's Books will be shipped to the STA Office or your worksite.
- ★ You may spend up to **\$100 (including tax)** on Pro-D Books per Pro-D Year (July 1st, 2021 to June 30, 2022). – *If this new process through Munro's goes well, we **may** increase the Pro-D book max to \$250.*
- ★ Munro's Books will usually apply a 20% discount to your order, but it will not be reflected until you receive your quotation confirmation email.
- ★ No out-of-pocket expenses will be incurred. Your Pro-D Funds will be deducted internally at the STA Office.

TEACHER ORDERING PROCESS:

1. [Go to the STA Website – Pro-D Books.](#)
2. Click on the big red button to access the **STA Pro-D Book Catalogue**.
3. Create a login using your SD62 email. Please include your **Worksite** and “**STA**” along with our STA Office address in the address section: #107-689 Hoffman, Victoria, BC, V9B 4X1.
4. Review our curated catalogue of books and add your chosen title(s) to your cart.
5. When you have finished selecting your books you can “Go to Cart” or click the shopping cart with the red number flagged on the top right of your screen.
6. Once in the check-out screen, select **Request a quote** at the bottom right of the screen (**do not** pay out of pocket for books).
7. After clicking **Request a quote**, indicate in the comment box that it is an **STA ORDER**. Please also include if you would like to collect your books at the **STA Office** or have them couriered through district mail to your **Worksite** (*make sure your worksite is listed in the comment*).
8. If you anticipate that your book order will be more than \$100 (including taxes and your 20% discount), please include the following in the Request a quote comment box: “*If my order exceeds \$100 please contact me at (insert your personal phone number) for payment*”.
9. Upon submission of your **Request a quote**, you will receive an immediate autoreply email from Munro’s to let you know that they are reviewing your request.
10. Munro’s will receive, review, and apply a 20% discount (where applicable) to your order and send it back to you before your book order is confirmed for shipment (*in collaboration with the STA to ensure that you have the funds for the order*).
11. Please make sure to check your SD62 email in “focused” and “other” inboxes to ensure that you are receiving your autoreply/confirmation.
12. Munro’s will ship books weekly to the STA Office.
13. The STA Office will hold books for pickup or ship through the district courier to worksites on a weekly basis.

WHAT HAPPENS IF YOUR BOOK IS NOT IN THE STA PRO-D BOOK CATALOGUE?

1. If you could not find the book that you were looking for in our system, you can [suggest a title for consideration](#) that is not included in the current list. (This link can also be found on the welcome page of the Munro’s **STA Pro-D Book Catalogue**)
2. Once your title has been adjudicated, you will receive an email from the STA Office Manager, Taryn (Sooketeachers@shaw.ca).
3. If your title is approved, you may order through our book ordering system as above.