

Title: #VII-4A. Campus Bookstore Procedures for Ordering Textbooks and Instructional Supplies

Date: February 11, 2002 (to replace version dated December 22, 1995)

It is the goal of the bookstore at West Virginia University at Parkersburg to provide the students with required texts and recommended supplements, at minimum cost, so that they may successfully complete their studies at the university. The faculty at the university can assist the bookstore by submitting requests for materials in a timely manner; the bookstore can assist faculty and students by providing timely communication. Below are lists of faculty responsibilities, bookstore responsibilities, and important dates and the rationale for them.

I. FACULTY RESPONSIBILITIES:

- A. Follow the schedule of dates given below in Section III. If for some reason this is not possible (for example, if a book becomes unavailable and a replacement has not yet been chosen), contact the bookstore as soon as possible and explain the problem.
- B. Place orders with the Barnes & Noble college bookstore in order to permit students to obtain all class materials on campus if they so desire.
- C. Make book orders via the Barnes & Noble Course Book Information Request (COBIR). This facilitates record keeping.
- D. If a particular text will not be used until late in the semester, include this information on the book order form. This will allow the bookstore to delay certain orders so that the unsold books will not have to be returned as early as books used at the beginning of a class; this in turn will allow students to stagger their purchases.
- E. Make any requests for specific supplies, such as paints, brushes, or graph paper, as early as possible. Often such items are harder to locate and obtain than are textbooks. A book order form is not required for these items.

II. BOOKSTORE RESPONSIBILITIES:

- A. Remind faculty of book order dates by e-mail and by sending a paper copy of the memo to each division office and the Jackson County Center.
- B. Remind faculty of dates when books will be returned to the publisher. This should be done by general e-mail and by sending a paper copy of the message to each division office and to the Jackson County Center. This will allow the message to reach those faculty who do not yet receive e-mail.
- C. Notify faculty of book unavailability as soon as notification of a problem is received from a publisher. This will allow time for a substitute text to be chosen.
- D. Notify faculty of new editions and the dates on which they will become available as this information is received from publishers.
- E. Notify division chairs if book orders are not received from individual faculty two weeks before the end of the semester.
- F. Keep records of the following dates:
 - 1. Dates orders received from faculty;
 - 2. Dates orders sent to publishers;
 - 3. Dates orders received from publishers.
- G. Facilitate communication with student users of the bookstore by:
 - 1. Sending important dates to the Chronicle for publication;
 - 2. Posting the last date for students to return books for refund in various locations around the school.
 - 3. Posting book buyback dates.

III. IMPORTANT DATES:

A. **March 15** -- Deadline for fall semester book orders. This includes study guides and workbooks that will be required for use in the fall semester. Rationale:

1. Book buyback will be conducted during the week of finals. If book orders have been received by **March 15**, the bookstore will have adequate time to conduct the initial processing of those book orders prior to the buyback period. The bookstore is then aware of the need to attempt to purchase the book from students. This places the cash value of the book back into students' hands, while making the book available to fall semester students at significant savings as compared to a new book.
2. The bookstore can place orders with used book wholesalers early in the buying period, allowing for a larger purchase of used books for the fall semester and providing increased availability for students.
3. Once spring semester has ended, many faculty members leave campus for the summer. If there is a problem with a book order, it is difficult and sometimes impossible for the bookstore to contact a faculty member during the summer. By having all book orders in on **March 15**, the bookstore has a much better opportunity to identify problems prior to faculty leaving campus for the summer.

B. SIXTY DAYS AFTER THE START OF THE SEMESTER -- This is the deadline imposed upon the bookstore by used book wholesalers and by some of our distributors for the return of books not sold at the start of each semester. In many cases books that are not returned by this date cannot be returned by the bookstore; therefore, the bookstore attempts to return as many books as possible just prior to this deadline. An e-mail message is sent to all faculty two weeks prior to this deadline.

C. OCTOBER 15 -- This is the deadline for book orders for the spring semester. This deadline is essential to assure the arrival of books in time for the opening of spring semester in early January. Rationale is the same as for the March 15 deadline.

D. SIXTY DAYS AFTER THE START OF THE SEMESTER -- See Item B.

- E. MARCH 15 -- This is the deadline for book orders for the summer semester. This deadline assures that summer book orders can be processed and the orders placed prior to the end of spring semester activity. This deadline is essential because sessions are so short that a textbook problem can have a drastic effect on instruction. Observation of this deadline greatly reduces the chance of a problem occurring.

- F. The Bookstore is aware of the effect that high textbook prices have on our students and is actively working to keep textbook prices as low as possible. Late book orders cause the bookstore increased operating expenses and result in increased cost to our students.

IV. BOOKSTORE ADVISORY COMMITTEE:

The Bookstore Advisory Committee was formed by the WVU at Parkersburg Faculty Senate in 1995. Its purpose is to act as a liaison between faculty and the bookstore, facilitating communication and addressing any concerns which may arise.