The SCF Store Textbook Affordability Processing Procedure

In compliance with the Florida Legislature’s Textbook Affordability Bill, The SCF Store shall adopt policies, procedures, and guidelines to help minimize the cost of textbooks to include the following:

- At a minimum of ninety (90) days prior to the start of a semester, The SCF Store management shall notify all faculty chairs, faculty secretaries and all faculty of the need to log onto the Store’s specific web site for textbook adoptions and begin the process of identifying chosen texts.

- At approximately the same time, SCF Store management shall notify all faculty chairs, faculty secretaries and faculty of the need to complete the Store’s bundling certification form if a faculty member is requiring a full bundle of texts, workbooks and associated learning media for a particular course.

- No later than 2 - 3 weeks after the adoption process begins, The SCF Store management sends a follow-up email as a reminder to those faculty members who have not completed the above two processes. This will ensure ample time to begin ordering textbooks and associated learning media from the publishers.

- No later than forty-five (45) days from the start of the semester, The SCF Store management shall ensure that all course textbooks have been adopted, ordered, and delivered within three weeks. Exceptions might include backorders, old editions, out of stock titles, and out of print textbooks.

- No later than thirty (30) days from the start of a semester, the ISBN, author, title, edition, copyright, publisher and retail price of all adopted textbooks for the coming semester shall be placed on the SCF Store’s web site so that prospective students can shop for best pricing for those texts and associated learning media.

- Any courses added after the minimum of thirty (30) days prior to the start of the semester shall have all textbook information for that course added to the Store’s web site with special assistance instructions for students to obtain the necessary texts and learning media.

- The SCF Store management shall participate in the Florida Association of College Stores and with the National Association of College Stores to identify new and better forms of learning media as well as informing themselves about publishers who do not cooperate to keep textbooks at a reasonable cost to students.

March 28, 2012