


PROCEDURE

Subject	Bookstore Ordering	Number: 5.01.02
Source	Vice President, Business and Administrative Services	Reference (Rule #) 6HX14-5.01
President's Approval/Date: 7-1-09		

Policy:

The College's lancer Bookstore operates as a service to faculty, students, staff and community to offer fair and competitively priced textbooks, supplies and sundries. As such, the Bookstore will receive orders through various means and will afford faculty a direct connection for ordering classroom texts and supplies. The following process is in place to assist:

- 1) Faculty shall be able to utilize Bookstore resources to order textbooks after meeting with publisher representatives.
- 2) Web access to the Bookstore site gives Faculty and staff the ability to search books and publishers.
- 3) Faculty adopting books for a particular term will be required to use the textbook for the entire year.
- 4) Faculty book adoption for fall term must be completed by April 1st / for spring term by October 1st. / summer term by February 1st.
- 5) Bookstore sends an e-mail to all faculty notifying them that book adoption has begun.
- 6) The Bookstore Manager shall follow-up with all non-responding faculty to ensure their compliance with the ordering timetable.
- 7) Students also have the ability to order books online. as well as visiting the store.
- 8) Phone orders are limited and students are directed to the web site
- 9) Used book buy back assists students in returning books no longer needed after the semester.
- 10) The Bookstore will pay 50% of the new book cost to the student.
- 11) Hours of operation and any special deals are all advertised on the web site as well as ALL SCF e-mails.