

PROCEDURE NO. 305.1
AREA: General Administration

Adopted: April 2, 2002

Certified by _____
Dr. Adolphus Andrews
Executive Vice President and
Chief Financial Officer

Revisions Approved:

Subject: TEXTBOOK PROCUREMENT

The faculty of Central State University should follow the prescribed procedure for submitting requests for textbooks.

1. In conjunction with the planning for course offerings for the upcoming quarter, or in a separate meeting, the textbook requirements should be discussed and an agreement should be reached between each instructor and the department chair.
2. As a part of the process a representative should be selected who will coordinate the communications between the bookstore and each department.
3. The selected department representative will receive the book adoption forms from the bookstore and disseminate these to the appropriate instructors within the department. This representative will also be responsible for collecting the forms and checking to make sure that the required information has been provided, that being:
 - the department, course number, title, and section
 - estimated enrollment for the upcoming quarter
 - textbook title, author, publisher, and copyright date or edition)
4. The forms must be returned to the bookstore manager (or authorized representative of the company or agency contractually obligated to provide textbooks for the university) according to the schedule outlined in the policy.
5. The bookstore manager will be responsible for informing the department representative when issues arise concerning availability of textbooks (arrival dates, out-of-print, out-of-stock, back-order, etc.). In turn, the department representative will pass such information on to appropriate instructors and department chairs.

Attachments: Course Adoption Information form
Book request form