



3.O-2017 Bookstore Policy

1. Purpose

The Bookstore Policy is intended to provide a coordinated approach to the acquisition of course textbooks, resale merchandise, and promotional materials, and it outlines the responsibility for cost recovery on unsold Custom Orders.

Faculty, staff and students are reminded that most material to be used in courses is governed by Canadian Copyright Law, specific Licensing Agreements, and other contracts.

2. Bookstore Mandate

2.1 Service Provider

The St. Mary's University Bookstore (the Bookstore) is an Ancillary Service with a primary responsibility to provide course textbooks and related educational material to students at the most reasonable price possible. Faculties, departments, and all course instructors must order all required and optional copyrighted material, including textbooks, course-packs, laboratory manuals and other materials which are to be available for students, through the Bookstore. The Bookstore is the only officially recognized provider of these materials, including:

- textbooks
- Course Packs
- laboratory manuals
- all other required and optional copyrighted materials

The Bookstore may adjust requested text numbers to align with projected enrollment, historical purchasing trends, and used inventory in circulation.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Finance	September 12, 2017	September 12, 2017	Every 5 years

2.2 Campus Store

As an Ancillary Service, the Bookstore has a responsibility to cover its overhead costs through the purchase and resale of items as the Campus Store. Generally, the type and quantity of resale items are purchased at the discretion of the Bookstore Manager who has the responsibility to ensure the Bookstore is financially viable.

2.3 Promotion Materials

The Bookstore serves a role in supporting the broader strategy of the University by providing quality promotional materials and serving the retail needs of the University. Custom Orders may be coordinated with other departments to support recruiting, promotion, marketing and University events. Cost recovery procedures for Custom Orders will apply.

3. Scope

This Policy applies to the St. Mary's University faculty and staff. Specific Procedures regarding Textbook Adoption, Desk Copies and Cost Recovery for Custom Orders are included in this Policy.

Separate internal procedures are in place for Bookstore Refunds, Internal Purchases, and Purchases for Sponsored Students. As well, the Bookstore operates under the Finance Department's audited procedures for cash handling, Point-of-Sale transactions, daily cash receipts reconciliation and inventory controls.

This Policy does not address Textbook Buybacks, Textbook Rentals, or general store policies, e.g., store hours, staffing levels, etc.

4. Roles and Responsibilities

4.1 Bookstore

The University Bookstore commits to support academic excellence by reducing the cost of learning materials for students and making education more accessible. Recognizing the positive impact that savings will have on the student experience and student registration and retention, the Bookstore works with faculty and students to offer price competitive materials. In addition, all proceeds from the Bookstore stay on campus, supporting academic research and student programming.

4.2 Faculty

Faculty must follow the Textbook Adoption procedure including its strategically set submission timelines. Detailed textbook adoption procedures may be found appended to this policy, including recommended ordering timelines and contact information for assistance.

4.3 Departments

Departments requesting Custom Orders must coordinate these requests with the Bookstore Manager, obtain their VP's approval for their order, and accept the terms of the Bookstore's cost recovery procedures.

4.4 Oversight Responsibility

Under this policy, the Vice-President Finance is authorized to approve related and necessary Bookstore Procedures, forms, documents or processes required to implement this policy.

5. Textbook Adoption

The adoption process can only begin when the Bookstore receives the textbook requisition from faculty for the upcoming term. Once the Bookstore receives the textbook requisition, staff can implement strategic purchasing to access used books (through student buy back) on campus, and by purchasing materials (used and new) from wholesalers, publishers, and rental-book providers.

The Bookstore staff is available to assist faculty with information regarding textbooks, publisher information, price and availability. Textbooks are ordered in response to approved textbook requisitions. Requisitions must be submitted regardless of prior use or books in stock at the store. On-time submissions are essential. Read more about this and see the submission deadlines below.

Please direct questions about textbook ordering and adoption to the Bookstore Manager.

5.1 Submission Process and Follow-up

Use the [Textbook Requisition form](#) found on the Staff drive.

Upon receipt of a textbook requisition, the Bookstore staff will research each title and notify the department of any issues (i.e., new edition, package, etc).

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In order to provide current and accurate information to our students the instructor must notify the Bookstore via e-mail if a class is canceled or textbook selections change for any classes.

5.2 Submission Timelines

See the table below for submission guidelines. On-time submissions are essential for both textbook adoption and to support our textbook buyback and used book programs for our students.

On-time submissions allow the Bookstore to research every title and provide faculty information regarding any issues well before the start of the term. On-time submissions also ensure orders go to the publishers sooner, limiting out-of-stock or backorder situations.

Submission Timelines:	
Fall Semester	May 31
Winter Semester	October 15
Spring/Summer Session	January 31

6. Desk Copies

Each faculty member is responsible for obtaining his or her own desk copies of textbooks. The Bookstore does not order or supply publishers' desk copies for faculty members.

The Bookstore will not provide books to faculty members or departments on loan, or on a returnable basis, for their use until the desk copy arrives from the publisher.

Upon request, the Bookstore will provide publisher contact information to help facilitate obtaining a desk copy.

The Bookstore will make copies of original publications, lab manuals or course packages available to the instructor teaching the class at no charge. Instructors must indicate their need for copies and quantity when the textbook requisition is made to the Bookstore. Additional copies requested after production must be purchased at cost.

7. Cost Recovery for Custom Orders

In order to mitigate the Bookstore's cost of non-returnable and unsold stock, the following Cost Recovery procedure has been put in place: an approved Custom Order request constitutes a directive for the Bookstore to procure the materials, and as such the Department that placed the order is responsible for reimbursing the Bookstore for any loss incurred as a result of procuring those non-returnable materials, as described below:

- The Bookstore will research all options prior to contacting the department.
- The Bookstore will notify the requesting Department via email in advance of ordering **Non-returnable** materials.
- Custom orders may include request for minimum stocks of faculty publications, materials to support public lectures or other campus events, and/or other items of value to the University where quantities requested may exceed anticipated customer demand in the bookstore.
- In consultation with the Department, the Bookstore will offer ordering options to limit overstock such as order an alternate textbook, order closer to start of class using actual enrollments, special orders per student, etc.
- Prior to ordering, the Department requesting the Custom Order will be required to provide an approved GL code so that the Bookstore has a code to charge unsold stock.
- Where feasible, the Bookstore shall endeavor to sell surplus non-returnable materials (in store and to other institutions) before approaching the originating Department for cost recovery.
- **Should non-returnable materials ordered remain unsold six months from date of purchase, the Department that originally requested the material shall be responsible for reimbursing the Bookstore the cost of the materials and the GL provided by the Department will be charged. Such materials will then be the property of that Department to use or dispose of as they see fit. The Bookstore and the Department may decide to extend the six month review date by mutual agreement.**

8. Related Policies, Procedures and Documents

- [Textbook Requisition form](#)

9. Acknowledgements

Research and use of various other policies and references include the following:

- [University of Regina, Bookstore Policies](#)
- [Copyright Act of Canada](#)
- [University of Calgary](#), Textbook Adoption website material

10. Revision History

Date	Description of Change	Sections	Person who entered revision (Position Title)	Person who Authorized the Revision (Position Title)