

# Policies and Procedures Handbook

## Illinois Institute of Technology

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**Subject:** Bookstore: Textbook Requisitions

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It is important that the University has available all of the required or recommended books prior to the beginning of each term. To that end, an effective system of information gathering, order placement and follow-up is essential so that texts are available when needed.

- I. The vendor will send notifications with instructions to each department at least four weeks before the requisition's due date. Typical due dates for book adoptions will be:
  - A. Third week in November for spring semester,
  - B. Last week in March for summer semester, and
  - C. Last week in April for fall semester.
- II. In addition to the individual responsibilities of each faculty member, each academic department chair will designate a person responsible for submitting adoptions in their department to the portal.
- III. The Bookstore and the Galvin Library should be notified of the person designated to be in charge of textbook matters for the department so that there can be close communication and proper channels for informing departments about out-of-stock books, out-of-print books, delivery problems and any other information regarding the status of textbooks. Contact information for assistance will be kept current in the portal.
- IV. Each department will report to the registrar, as soon as possible, all canceled courses and any significant changes in class enrollment figures. The Registrar will provide updated lists to the vendor.
- V. In addition to the above procedures, the following guidelines will ensure that textbooks will be available for each course offered each semester.
  - A. Enrollment estimates should be realistic and data-informed.
  - B. Each department chair should establish a procedure for ordering textbooks for courses in which instructors have not been selected at the time adoptions are due.
  - C. Once a book has been ordered, it should not be changed within four weeks of the new semester. Students should be told by the instructor whether a book is optional or required, and this information should

agree with the ordering information entered in the portal.

D. Publishers' representatives may try to get new adoptions for books not actually in print. A book will not be available unless the title has actually been printed.

E. The Registrar will provide information on all courses offered regardless of whether a text is being used. In cases where there is no title listed, information should be provided such as "No Text" or "To Be Assigned Later." This information is important when preparing the book lists for student use.