

# Policies and Procedures Handbook

## Illinois Institute of Technology

Procedure No.: M

Date of Issue: 05/06

**Subject:** Bookstore: Textbook Requisitions

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It is important that the Barnes & Noble College Bookstore 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 bookstore will send book requisition forms with instructions to each department at least four weeks before the requisition's due date. Typical due dates for book requisitions will be:
  - A. Third week in October for spring semester,
  - B. Last week in March for summer semester, and
  - C. Last week in April for fall semester.
- II. Each academic department chairman will designate a person responsible for distributing requisition forms to faculty in their department and for collecting these forms. All requisition forms should be checked for accuracy and completeness.
- III. The Bookstore 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. The instructors in each department should also be notified who their liaison will be.
- IV. Each book requisition must be approved by the department chairman, and all requisition forms should be forwarded to the Bookstore by the deadline dates established above.
- V. Each department will report to the bookstore as soon as possible all canceled courses and any significant changes in class enrollment figures.
- VI. 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
    1. Use last semester's class enrollment figures as a guideline.
    2. Include all day and evening courses and off-campus extension courses.
    3. Obtain past history from the Bookstore, which is to be recorded on inventory cards or other means acceptable to IIT (from term to term)
    4. If a book is being used for two continuous semesters, this fact should be noted on the submitted book request form, e.g. fall part 1; spring, part 2.

- B. Each department chairman should establish a procedure for ordering textbooks for courses in which instructors have not been selected at the time requisitions 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 the bookstore receives.
- D. Instructors should not expect to assign books that they may have seen in the bookstore unless ordered.
- E. 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.
- F. The Bookstore should be sent 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.