***Bookstore Ordering Issues and Book Request processes update***

*BAC has come to agreement on the following items thus far:*

1. Bookstore processes will include emailing the professor and cc’ing the Chair if the textbook they ordered has a new edition and the professor has ordered an older one. Faculty will respond to the email in a professional timeframe to ensure ordering and student needs are met. “Professional timeframe” refers to three business days, which is consistent with our other professional and timely responses expectations. If a professor fails to respond within three business days the bookstore will continue with the order as originally requested, unless the bookstore noted they were unable to secure an adequate number of books for students. In that case, the bookstore will order the new edition.
2. When professors inquire about book status as to what capacity the bookstore ordered for their classes, the bookstore will divulge the number of copies they ordered of the book title in total for all professors/sections. They will also note how the total max seats in the courses needing the title.
3. The bookstore will place verbiage (bookstore book title sticker that is commonly placed over or under the book titles) that have one-time use codes. This verbiage will disclose the fact that the code may or may not be active.
4. The BAC will ensure the faculty understand the benefits of committing to a title for more than one semester. Options like rentals are improved in these cases.
5. Bookstore workers will ask that faculty speak with Bernadette or Angelica to inquire about book ordering capacities in effort to ensure accurate communication of information.
6. The BAC will help ensure that the deadlines are met for all orders on all courses that are scheduled and known. BAC will also help faculty understand the delays involved in older editions or out of print editions.
7. Instructors teaching late start classes will consider using books the bookstore currently has in stock in order to ensure students have books at the start of the course.
8. Faculty will ensure any book listed as “required” on the syllabus is reported as “required” to the bookstore so they can adequately prepare for the need.