

Faculty Orders: Course Material Adoptions for Credit and Non-Credit Courses

Scope:

This procedure applies to all departments offering courses at the College of Southern Maryland.

Overview:

To ensure that the College Store has the most current and accurate course materials information for all courses, the following procedures have been established. This will allow information to be posted on the College Store's website while meeting both federal and state laws. Shopping early will allow students the opportunity to search the open marketplace, including the CSM College Store, for the best price and availability of new, used, digital, and rental textbooks, as well as other course requirements.

Definitions:

Course Materials Requisition – This form is the primary adoption tool between the Textbook Manager, publisher, and faculty in selecting course material requirements.

Required (REQ) – This status refers to course material that faculty consider critical to the success of students in a course. Faculty must utilize a majority of the textbook.

Recommended (REC) – This status refers to course material that faculty highly encourage to students for course enhancement but is not critical to the success of students in a course.

Optional (OPT) – This status refers to course material faculty may suggest to students for course enhancement or as a reference tool. Common optional materials include study guides and workbooks.

Choose One (CHO) – This status designates a student has a choice of formats. Common “choose one” options include a choice between ‘digital-only’ and a ‘package with a digital component’.

E-Book (E-B) – This status designates course material that is available in a digital format. A digital formatted book can be required or optional.

Store Recommended (STO) – This status designates study aides that students might find helpful. This designation is utilized by the bookstore only.

Procedure:

1. Approximately one month prior to the book order deadline (see step #3), the Textbook Manager will send a Course Materials Requisition to each administrative assistant for each course offered at each campus, including the Waldorf Center and Hughesville Regional Campus.
2. Listed on the Course Materials Requisition will be titles of course materials that were used the last time the course was offered. Faculty will indicate on each worksheet:
 - Maximum enrollment

- Yes or No if the title(s) will be readopted for the next semester
 - If yes, whether the title(s) will be Required (REQ), Optional (OPT), Recommended (REC), or a Choose One (CHO) option
 - If no, list new textbook information if new books are adopted
- Signature by authorized personnel, such as department chair or administrative assistant
- For Non-Credit courses, indicate the start date and campus of each course
- Supplies also can be added to the Course Materials Requisition form (see **General Merchandise Adoptions**)

3. Departments should retain a copy of each Course Materials Requisition and forward the original to the Textbook Manager by the following due dates:

Credit Courses

- | | |
|---|------------|
| • Summer Semester | April 1 |
| • Fall Semester (Readopted books) | May 1 |
| • Fall Semester (New texts only) | June 1 |
| • Spring Semester (Readopted and new books) | November 1 |

Non-Credit Courses

- | | |
|------------------------------|------------|
| • Summer Semester | April 1 |
| • Fall Semester | July 1 |
| • Winter and Spring Semester | November 1 |

Adoptions received after the deadline or changed after the order has been submitted to the bookstore will be considered “late” (see **Late Textbook Orders**).

4. The administrative assistants must communicate via email to the Textbook Manager regarding:
- Increases to maximum enrollments
 - Added or canceled sections and courses
 - Added or canceled course materials
 - Changes to book statuses (i.e., changing a book from optional to required)

Issues, problems, and/or concerns by faculty regarding textbook availability must be channeled through the department’s administrative assistant. For example, if an instructor wants to change a book, he/she would contact the administrative assistant.

5. The Textbook Manager will notify departments of textbook edition changes, late shipments, and any other situations that may affect their textbook order.
6. The Textbook Manager will notify departments if a publisher has a limited or ‘No Return’ policy. In such cases, departments should consider appropriately reducing the original order for courses that will not fill. Non-returnable textbooks that do not sell will be charged back to the departments (see **Special Circumstance Textbook Orders**).

7. The Textbook Manager will post textbook adoption information for all courses within three weeks after receiving the signed Course Material Requisition.

Reference:

Also see Late Textbook Orders and Special Circumstance Textbook Orders

For more information contact: Textbook Manager, ext. 4751

Late Textbook Orders

Scope:

This procedure applies to all departments offering courses at the College of Southern Maryland.

Overview:

Textbook orders submitted to the College Store after the deadline cannot be guaranteed to arrive by the first class meeting. If necessary, departments can request the expedited shipping (Overnight, 2nd day, 3rd day, etc.) of late textbook adoptions at the department's expense.

In the event that an instructor or department changes a textbook order after the order has been submitted, the department may incur freight-in, freight-out and text processing costs.

Procedure:

1. Complete a Course Materials Requisition and submit it to the Textbook Manager as soon as possible.
2. The Textbook Manager will make every effort to notify departments of textbook edition changes, special shipping charges, and any other situations that may affect their textbook order.
3. The Textbook Manager will post and/or update textbook adoption information after receiving the Course Materials Requisition.

Reference:

Also see Faculty Orders: Textbook Adoptions for Credit and Non-Credit Courses

For more information contact: Textbook Manager, ext. 4751

Special Circumstance Textbook Orders

Scope:

This procedure applies to all departments offering courses at the College of Southern Maryland.

Overview:

Sometimes books that are adopted are hard-to-locate or have limited publisher returns policies. In such cases, the College Store also will treat textbooks that fall into this category as “special circumstance” orders.

Special circumstance textbooks may include, but are not limited to, the following:

- Hard-to-locate textbooks
 - Old edition books
 - Out-of-print books
- Textbooks from publishers with special return policies
 - Non-returnable
 - Small return windows (i.e., returns accepted within 60 days)
 - Percentage returns (i.e., only 10% returns allowed)
- Custom textbooks

Special circumstance textbook orders, which are required for a course, will be ordered based on class enrollment (or mutually agreed order number). If unsold copies of these books remain, the department will be billed, at cost, for all unsold copies.

Procedure:

1. Follow procedures for “Faculty Orders: Textbook Adoptions for Credit and Non-Credit Courses” with the additional steps:
 - a. The Textbook Manager will notify departments as to which textbooks fall into the special circumstance category.
 - b. Faculty will acknowledge by email and, in doing so, designate approval of their textbook selection, including agreement to the special circumstance textbook. No textbooks will be ordered without faculty approval.

Reference:

Also see Faculty Orders: Textbook Adoptions for Credit and Non-Credit Courses

For more information contact: Textbook Manager, ext. 4751

Rentals and E-books

Scope:

This procedure applies to all departments offering courses at the College of Southern Maryland.

Overview:

Rental books and e-books offer students significant savings.

Definition:

Rental Textbooks – Students can opt to rent new and used textbooks and return them at the end of the semester at greatly discounted prices. If a title is available for rent, pricing will appear on the in-store shelf tag and online web store.

E-books – E-books are online textbooks with many interactive features that cost less than traditional books and can be accessed from multiple devices. If a title is available for in an e-book format, pricing will appear on appear on the in-store shelf tag and online web store.

Procedure:

Textbooks available for either rent or in e-book format are automatically chosen by the bookstore; there is no additional step for faculty. While textbooks cannot be manually added to the rental or e-book list, they can be removed at the request of faculty.

For more information contact: Textbook Manager, ext. 4751

Departmental Charges

Scope:

This procedure applies to all departments at the College of Southern Maryland.

Overview:

Departments may purchase from the College Store using a CSM requisition form or CSM purchase card (pin number is required). Merchandise may be returned or exchanged within 10 business days and must be accompanied with original receipt. Merchandise must be returned in new, saleable condition. Clothing may be returned only with the original tags intact. Packaged merchandise may be returned if unopened.

Procedure for CSM Requisition:

1. Present a completed CSM requisition form using an appropriate budget account number to the cashier at the time of purchase. The requisition must be signed by the cost center manager.
2. The cashier will process the transaction as a Department Charge through the register.
3. The cost center manager or representative must sign register receipts.
4. Paperwork will be distributed as follows:
 - Requisition – retained by the College Store
 - Signed register receipt – retained by the College Store
 - Signed half sheet register receipt – forwarded to Bursar's Office
 - Register receipt (unsigned) – given to cost center manager's representative

Procedure for CSM Purchase Card:

1. At the time of purchase, the cardholder must inform the cashier that a CSM Purchase Card will be used and that the transaction is tax-exempt.
2. When directed by the cashier, the cardholder will insert the CSM Purchase Card into the credit card terminal and enter the pin number to complete the transaction.
3. The cardholder will sign the register receipt and retain unsigned receipt.

For more information contact: General Operations Manager, ext. 4752

Faculty Orders: General Merchandise Adoptions

Scope:

This procedure applies to all departments offering courses at the College of Southern Maryland.

Overview:

In addition to textbooks, the College Store stocks art supplies, photography supplies, nursing packs, computer and school supplies, general interest books, back packs, clothing and insignia items.

Definitions:

Course Materials Requisition – In addition to using the Course Materials Requisition to adopt course materials, this form can be used to list supplies that are required for a course.

Procedure:

1. If a department would like the College Store to sell required supplies, list as much of the following information on the Course Materials Requisition:
 - Description of item(s)
 - Catalog, item, or stock number
 - Anticipated quantity
 - Item attributes, such as color and size
 - Suggested vendor

List supplies on the same Course Materials Requisition as textbook requirements for each course and section by campus. If there are numerous sections in a particular course on the same campus that use the same textbook and supplies, one form can be used to note all sections, i.e., NUR 1115L for La Plata requires two textbooks and a nurse pack. On the Course Materials Requisition, indicate: For All Sections.

2. Departments should retain a copy of each Course Materials Requisition and forward the originals to the Textbook Manager by the following due dates:

Credit Courses

- | | |
|---|------------|
| • Summer Semester | April 1 |
| • Fall Semester (Readopted books) | May 1 |
| • Fall Semester (New texts only) | June 1 |
| • Spring Semester (Readopted and new books) | November 1 |

Non-Credit Courses

- | | |
|------------------------------|------------|
| • Summer Semester | April 1 |
| • Fall Semester | July 1 |
| • Winter and Spring Semester | November 1 |

3. The administrative assistants must communicate via email to the Textbook Manager regarding:

- Increases to enrollments
- Added or changes to sections
- Changes to supply requirement statuses (i.e., changing a supply from optional to required)

Issues, problems, and/or concerns by faculty regarding general merchandise availability must be channeled through the department's administrative assistant. For example, if an instructor wants to change a supply requirement, he/she would contact the administrative assistant.

4. The General Merchandise Buyer will notify faculty of discontinued items, late shipments, and any other situations that may affect their supply order. In addition, faculty will be notified of any items that will be treated as special circumstance orders.
5. The Textbook Manager will post textbook adoption information, including required supplies, for courses within three weeks after receiving the signed Course Material Requisition.

Reference:

Also see Faculty Orders: Textbook Adoptions for Credit and Non-Credit Courses and Special Circumstance Textbook Orders

For more information contact: Textbook Manager, ext. 4751 and General Merchandise Buyer, ext. 7076

[Return to Top](#)