

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 | February 1 |
| • Fall Semester | March 15 |
| • Winter | September 15 |
| • Spring Semester | October 1 |

Non-Credit Courses

- | | |
|-------------------|------------|
| • Summer Semester | April 1 |
| • Fall Semester | July 1 |
| • 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