

## **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, 2<sup>nd</sup> day, 3<sup>rd</sup> 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

