

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
 - Percentage returns (i.e., only 10% returns allowed)

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

