General

To accurately assess textbook requirements for future semesters, the bookstore records and maintains historical data on textbook usage. This data is stored within the textbook management system and, along with current on-hand inventory figures, is utilized to determine the appropriate quantities of textbooks to be reordered.

Authority

Executive Vice President for Business and Finance

Responsibility

Director of Auxiliary Enterprises
Assistant Director of Auxiliary Enterprises

Procedure

1. The Director & Assistant Director order an enrollment report from the Information Systems Department. This report provides projected and current enrollment numbers by course and section for the upcoming semester.

2. Using historical textbook usage data and the projected enrollment figures, the Director & Assistant Director estimate the number of students for each course. The academic departments may be consulted to assist with determining accurate enrollment estimates.

3. Prompted by a bookstore textbook requisition request, the academic departments submit a textbook requisition identifying required textbooks for the upcoming semester. This information is entered into the textbook management system.

4. The enrollment report is reviewed and updated weekly. Based on new enrollment data, textbook quantity estimates are adjusted as needed.