

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: BOOKSTORE TEXTBOOK ADOPTION PROCEDURE	Page: 18.05.01
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General

To ensure the timely delivery of instructional textbooks and materials, all academic departments are required to submit textbook adoption requisition forms to the Bookstore three times a year on a regularly scheduled basis.

All academic departments must return textbook adoption requisition forms to the Textbook Coordinator on a pre-determined schedule.

Textbook selections are to be maintained for a minimum of two full academic years, where possible.

Authority

Director of Auxiliary Enterprises
Vice President of Academic Affairs
Vice President, Professional Studies and Applied Sciences

Responsibility

Director of Auxiliary Enterprises
Assistant Director of Auxiliary Enterprises
Textbook Coordinator

Procedure

1. The Textbook Coordinator sends to the departmental Administrative Assistant the required and supplemental textbook requisition forms (see attached) three weeks in advance of the due date for each upcoming semester.

Semester due dates are:

Fall - March 4th
Spring/Winter - October 2nd
Summer - February 2nd

2. Each department must decide on the required text(s), supplementary materials, and/or workbook(s) for each course offered.

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3. The textbook requisition forms are to be approved and signed by the department chairperson. It is the chairperson's responsibility to notify the Campus Store of the text and materials needed, and to return the requisitions to the Textbook Coordinator by the appropriate due date.
4. All changes to the original requisition are to be cleared with the Departmental Chair and submitted to the Bookstore in written form.
5. All requested information, particularly ISBN numbers, should be filled in and verified every semester in order to ensure that the proper edition number will be ordered. Under no circumstances are the words "current" or "latest" to be used to identify the edition desired.
6. Quantities to be ordered will be determined by the Bookstore, utilizing historical information in conjunction with current Academic Affairs enrollment information.
7. As requisitions are returned to the Bookstore, the Textbook Coordinator inputs this information into the "textbook" computer software system in order to initiate order processing.
8. Where possible, textbook selections are to be maintained for a minimum of two full academic years. This allows for a continuity of textbook usage, and maximum used book availability, thus providing substantial economic savings for the student.
9. All faculty complimentary desk copies are to be ordered from the publisher by the respective department. In the event an instructor is unable to secure a copy, it may be purchased from the Bookstore via a departmental purchase requisition provided that both the Departmental Chairperson and the instructor sign the requisition.