

# COUNTY COLLEGE OF MORRIS

## Business and Finance Division Policies and Procedures Manual

**Subject:** TEXTBOOK ADOPTION PROCEDURE, CAMPUS STORE

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**Date:** 5/6/14

### General

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

### Policy

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

### 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 - April 1st  
Spring - October 4th  
Summer - March 1st

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 Campus Store 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 Campus Store, 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 Campus Store via a departmental purchase requisition provided that both the Departmental Chairperson and the instructor sign the requisition.

ADOPTION FORM
COUNTY COLLEGE OF MORRIS BOOKSTORE

Instructor \_\_\_\_\_

Dept. Head \_\_\_\_\_

Term: SUMMER 4 2012
DIV / DEPT: ACS
Course: 024
Course Name: Academic Strategies I
Section: 90003
Instructor: STAFF

Est. Enrollment?

Last term course was offered
Actual Enrollment:

- The following Course Materials were previously used for this course.
• Make sure all of the course/section data listed to the left is accurate.
• Respond to the questions about this course/section below.
• Review the items and editions listed on this form and specify whether they are being re-adopted for the upcoming term. Also, indicate whether each item is required, student choice or optional.
• Add any new items you wish to adopt for the current term in the space provided.

In order to allow us to provide the best possible service to your students, please return this Adoption form by January 15, 2012 to COUNTY COLLEGE OF MORRIS BKSTR

Are there any special instructions for students in this course or section?

This section has no course materials: [ ] Are there any changes to the Course Information listed above?
This section is a distance learning section: [ ]
This section is no longer offered: [ ]

Table with columns: Author, Publisher, ISBN, Edition, CY, Retail Price As of Date, Select Option. Includes entry for HOPPER ITP 9781111833350 6TH 2013 \$69.25 04/04/12.

