

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

Textbooks

APM 3.09 (Reviewed 5/2012)

- A. Departmental representatives for all textbook matters for each academic department will be the Department Chair or the Chair's designated faculty alternate in his/her absence. The Chair will act as liaison for all major matters affecting the department and the Bookstore. The Bookstore Manager, or Assistant Manager in his/her absence, will be the official representative of the Bookstore. Faculty members having specific questions concerning their texts (i.e., ordering additional copies) should contact the Bookstore representative.

- B. A textbook shall be defined as any book which has been adopted and is required for use by students in a given course and in any given semester. Supplemental books which may be suggested but are not required, will be carried, if possible, providing specific arrangements have been worked out by the faculty member and the Bookstore representative. Faculty members must have approval from the Department Chair.

- C. Undergraduate textbooks will be adopted for a minimum period of three semesters. Should the occasion arise in which it would be deemed necessary to change a text during the three-semester period, the Department Chair, faculty member, and Bookstore Manager will determine how the change will be made.

Courses offered on an occasional basis and/or affected by frequently changing laws will be exempt from the three-semester policy.

Special topic courses that have changing texts each time the course is offered should be discussed with the Bookstore representative before the requisition sheets are returned to the Bookstore.

- D. When a new text is adopted, a "Text Revision and Adoption" form must be completed and turned in to the Bookstore at least six weeks before the requisition sheets for the semester in which the book will be used. The revision and adoption form is not reproduced in this manual due to its size. See the Bookstore Manager for directions.

- E. "Requisition" forms for texts will be sent to the Department Chairs. The Bookstore Manager will send the requisition forms at least one month prior to the return deadline. The deadline will be clearly indicated in the cover letter. A copy of the cover letter will be sent to the School Deans/Directors.

Each Department Chair will complete all items on the form that relate to

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textbooks desired and will return a typed or neatly-printed ink copy to the Bookstore. The Bookstore will assist the faculty in obtaining technical information to complete the forms. "Requisition" forms which are returned to the Bookstore after the deadline has expired cannot be given priority treatment unless arrangements have been made with the Department Chair and the Bookstore representative. School Deans/Directors are asked to check periodically with the Department Chairs on the progress of the "Requisition" forms.

- F. When preparing textbook requisitions, the Department Chairs should work with their faculty in using curriculum reports and other enrollment data to provide realistic estimates of the number of potential students to be enrolled in each course. The Bookstore representative will order according to the figures given. A heavier enrollment than anticipated may result in text shortages, which should be reported to the Bookstore as soon as possible. Classes which are canceled will be reported to the Bookstore representative by the Department Chairs on the 12th class day.
- G. Faculty members should instruct students to purchase their texts at the beginning of the semester. Any unsold texts which will not be used again will be returned to the publisher three weeks after late registration closes.
- H. Publishers do not provide the Bookstore with desk copies to distribute free of charge, nor do most publishers allow bookstores to order desk copies. Faculty members should acquire desk copies directly from the publisher or purchase copies from the Bookstore. "Desk Copy Request" forms are available from the Bookstore and will be distributed upon request. In unusual circumstances, copies may be borrowed from the Bookstore for a period of six weeks. The cost of copies loaned and not returned within six weeks will be billed to the faculty member.