

DEPAUL UNIVERSITY



Course Materials Requisition

Category: Operations

Responsible Department: Facility Operations

Responsible Officer: VP for Facility Operations

Effective Date: 1/20/2016

Policy Summary

This policy explains the requirements for ordering textbooks and course materials through the Barnes & Noble DePaul University Bookstores.

Barnes & Noble has exclusive rights within University owned and operated buildings to operate retail locations for the sale and/or distribution of all required, recommended, or suggested course required materials and tools, and is the exclusive provider of textbook rentals.

DePaul University is contractually obligated to provide Barnes & Noble with adoption information for all courses offered.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Vice Presidents
- Deans

This policy affects all faculty, as well as staff working in schools, colleges, and Academic Affairs departments.

Policy

Barnes & Noble College Booksellers uses a textbook ordering computer system called TextAid for the entire textbook process, from textbook procurement to returns to wholesalers, distributors and publishers. Faculty should place their textbook orders online via the Bookstore's adoption website at www.facultyenlight.com.

Procedures

1. Bookstore notifies Departmental Asst. and/or Instructors via e-mail of date when textbook requests are due for the upcoming term.
2. Bookstore provides contact information for the Bookstore and training on Faculty Enlight if needed. Textbook orders should be placed through the Bookstore's adoption website at www.facultyenlight.com.

If faculty need assistance working with Faculty Enlight, please contact the bookstore as follows:

- Email sent to bookstores@depaul.edu
 - Phone: Loop campus at 312-362-8792 or 312-362-7262. Lincoln Park campus at 773-325-7700 or 773-325-7177.
 - Fax: Loop campus at 312-362-7265 and Lincoln Park campus at 773 325-4248.
 - Faculty may also want to consult their departmental contact for further instruction.
3. Instructor or Departmental Assistant completes online textbook request. The textbook information requested via Faculty Enlight (www.facultyenlight.com) from the Departmental Assistant and/ or Instructor is the following:
 - A. Instructor name
 - B. Instructor/ Dept. Asst. phone number(s) (office, day, home, cell)
 - C. Instructor/ Dept. Asst. e-mail address
 - D. Department/ Course Number/ Section Number
 - E. Campus location of the class being taught
 - F. Course Estimated Enrollment
 - G. Author and Title of textbook(s)
 - H. Publisher
 - I. Edition (number and/ or year)
 - J. ISBN of title(s)
 - K. Notation of whether each text is 'Required' or 'Recommended' reading for the class.
 - L. Any additional comments to Bookstore regarding the order. Additional needed supplies, such as calculators, lab goggles, etc., for the course may be listed here as well.

It is also helpful for the Bookstore to know if the course being taught is a 'Continuation Course', meaning most students will already own the books from taking a previous course.

4. Bookstore, upon receipt of the textbook order, will enter the course information and respective textbook information into the Text-Aid computer and begin the ordering cycle. The quantity of each textbook ordered will depend primarily on a computer-generated sales history for the textbook and course. The Bookstore will begin sourcing used copies of each textbook and will reserve a Buyback quantity to be bought back from students wishing to sell their books to the Bookstore.
5. Bookstore will provide periodic updates to Department Chairs, Deans, or Departmental Assistants of courses where no textbook order has been received.

6. Bookstore will communicate to Instructor and/ or Departmental Assistant any textbook questions, concerns, or stock situations.

7. Once entered, the book information is made available on the Bookstore's website.

Divisional Collaborations

None.

Contact Information

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Appendices

None.

History/Revisions

Origination Date: 02/11/2003

Last Amended Date: 01/20/2016

Next Review Date: N/A