



Operating Protocol & Procedure

Details:

Number: 605

Title: Textbook & Class Supply Request and Adoption

Category: Instruction

Office of Primary Responsibility: Office of Academic Services

Approval Date: 10/28/13

Effective Date: 10/28/13

Revised: 4/25/16, 5/8/17

Purpose:

To define how textbooks and related materials and products (access codes, lab supplies, uniforms, etc.) are ordered at Pueblo Community College

Applicability:

PCC faculty, instructional staff, and PCC Bookstore staff

Definitions:

None

References:

None

Attachments or Related Forms/Documents:

None

Operating Protocol:

All textbooks and class supplies such as, but not limited to, lab supplies (with the exception of Dental Hygiene kits), access codes, and uniforms will be sold only through the PCC Bookstore. The Bookstore will also assume all negotiations with vendor sales representatives to ensure best pricing is achieved and determine how best to sell textbooks and related products and materials to maximize discounts to students.

Textbooks and class supplies are to be selected by the department chair in which the course is taught.

Department chairs are encouraged to meet with vendor sales representatives to determine which textbooks

and/or class supplies to use, and once these are selected, the vendor representative should be referred to the Bookstore for negotiations. Additionally, the department chairs will follow the procedure for the approval and adoption of textbooks and class supplies outlined below. The Bookstore reserves the right to determine how to sell the textbooks and/or class supplies (i.e. individually, bundle packs, used, new).

All textbook and class supply orders will be placed on an annual basis with the Bookstore. Orders are to be placed by April of each year for the following Summer, Fall, and Spring semesters (for those programs that can fulfill this requirement). Textbook and class supply orders need to be submitted by department chairs using the HERO Software by the due date in April set by the Bookstore manager. Textbooks and class supplies will not be ordered by the Bookstore without selecting “adoption complete” in HERO. If textbooks and class supply orders are submitted after the due date, the department may be required to pay for expedited shipping costs.

Textbooks and supplementary materials will be the same for a course that is taught across multiple campuses/sites (exceptions may be made on a case by case basis). No textbook or class supply order will be cancelled without the permission of the department chair.

Effective Fall 2017 semester, pass-through fees for access codes will be managed by the Bookstore. All access codes will be sold only through the Bookstore to ensure that all required sales taxes are collected.

For courses utilizing a textbook rental option, department chairs must notify the Bookstore at least one semester in advance of their intent to change textbooks in order to allow the Bookstore to sell, rather than rent, the inventory for the last semester the textbook will be used.

To avoid copyright violations, under no circumstances, should faculty or staff print e-books for students. Students must purchase an access codes for an e-book or hard-copy version at the Bookstore.

The Bookstore is also responsible for arranging the printing of manuals required for courses. Requests must be submitted through HERO. In addition, requests for software needed for courses must be submitted to the Bookstore through HERO.

Procedure:

- An email will be sent from the Bookstore designee to department chairs in late February to remind them of the upcoming deadline for textbooks and class supply orders, which will be due in mid-April. The Bookstore will send periodic reminders as necessary.
- All requested textbooks and class supplies will be ordered in April (for Summer/Fall semesters) and October (for Spring semester).
- Should any changes need to be made by the department in the middle of the year, it is the responsibility of the department chair to notify the Bookstore manager as early as possible. Not all changes may be possible.