FACULTY FAQs

WHEN IS COURSE MATERIAL INFORMATION DUE TO THE BOOKSTORE?

- **April 15th** for Fall Semester (and Summer Orders)
- **November 1st** for Spring Semester Orders

WHY DOES THE BOOKSTORE NEED MY COURSE MATERIAL INFORMATION SO FAR IN ADVANCE?

- ***The Higher Education Opportunity Act***
  - This legislation states that the course materials list should be available at the same time that the schedule of courses is posted for registration and a good faith effort made by the College to compile it.
  - The Bookstore is responsible for compiling and posting the official course materials list (from information submitted by faculty).
- ***Optimum Sourcing Opportunities*:** Having the right books in sufficient quantities can involve:
  - Locating used books from wholesalers
    - The national demand for used books far exceeds the supply, and inventory sells quickly, so we have to conduct our national used book acquisition as early as possible.
  - Purchasing them from students during sellback (formerly called buyback)
    - Having your course materials listed on our sellback list enables us to pay the best prices, keeps used books on campus, and therefore keeps textbooks costs down for our students.
    - Sellback is held during finals week each semester and only the books included on the official sellback list are purchased.
  - Processing custom requests
    - Processing custom textbooks or bundles can take 6-8 weeks from the time the publisher receives our order until the books are on our shelves.
  - Locating materials that may be out-of-stock or out-of-print from the publisher
    - We need time to communicate with you when books are out-of-stock, out-of-print or when editions change.
- ***Freight Cost Savings*:** Aggregating our book orders saves freight costs.
  - Late faculty course material information that is received in the weeks just prior to the new semester usually needs to be handled individually, which causes freight expenses to rise dramatically.

- ***New Semester Preparations*:** The Bookstore must return materials that are no longer being used on our campus in order to make room for the ones that will be used in the upcoming semester.
  - Overstock course materials will be returned to the vendors each semester.
  - Overstock returns will begin at mid-term break. Requisitions for repeated titles may influence these returns.
  - Textbooks with new editions pending will be returned as publisher notices are issued

.

- ***Our Customer Service Goal*:** To have course materials available 4-5 weeks before the semester starts and to provide as much information as possible during registration.
  - Students begin shopping for course materials as soon as the list is posted.
  - Our primary goal is to offer as many choices/services as possible in the most timely and economic manner.

WHY DO I HAVE TO SUBMIT COURSE MATERIALS INFORMATION EACH SEMESTER WHEN I ALWAYS USE THE SAME MATERIAL(S)?

- We want to verify that we have the most accurate information for the current semester.
- Technology is rapidly changing course materials and course delivery; by submitting a new list each semester you have the flexibility to change your request to meet the needs of your course.

HOW DOES THE BOOKSTORE DETERMINE HOW MANY TO PURCHASE FOR EACH TITLE REQUESTED?

- There are several factors that may impact the quantity ordered. Some of them include …
  - Estimated enrollment numbers
  - Sales and enrollment history
  - Sell-through: This is the measure of how many students in a class historically buy the text.
  - Materials available from alternate sources: Increased online competition, the number of used copies that students may exchange among themselves, and the choice of rental or digital options.
  - Age of the edition: The longer an edition has been around, the more alternate sources students can find, including buying or borrowing from a friend.

HOW DO I SUBMIT COURSE MATERIAL INFORMATION TO THE BOOKSTORE?

- The preferred method is the online form available on the Bookstore's website under Faculty Services.
  - As you fill out the information, please TAB through the fields.
  - You can submit up to 8 titles at one time. If you have more than 8 titles, please submit a 2nd request.
  - You will receive an automatic confirmation message **and** an email confirmation/file copy for each online submission.
  - Include all materials to be used in the course (required & optional) as well as suggested reading lists, reference books and/or the non-traditional types of materials listed under the next question.
- You may also:
  - Email (TEXTBOOKS@wooster.edu or rflack@wooster.edu),
  - Fax (330-263-2427) or mail the paper form.
  - Submit the information in person (use a bookstore computer or fill out a paper form).
- Information to include when submitting course material information:
  - Your name and contact information, semester, department, course and section #, course title, author, title, ISBN (13 or 10 digit), estimated enrollment, status: required or optional, and any additional comments.

WHAT IF THE COURSE THAT I TEACH DOES NOT REQUIRE ANY TRADITIONAL COURSE MATERIALS (TEXTBOOKS)?

- The requisition has a place to indicate "No Course Materials Are Required" or to choose non-traditional course materials such as online resources, library reserves or e-reserves, class handouts, etc.
- Submit the selection(s) that best fits your course.
- We include this information on the official course materials list to comply with HEOA requirements.

WHY DO SOME OF MY TEXTBOOKS HAVE 10-DIGIT ISBNS AND OTHERS HAVE 13-DIGIT ISBNS?

- On January 1, 2007 the book industry began using 13-digit ISBNs – this is the new standard.
- The change to 13 digits was needed in order to expand the numbering capacity of the ISBN system & alleviate numbering shortages in certain areas of the world. By changing the ISBN to 13 digits, the book industry has fully aligned the numbering system for books with the global GTIN identification system that is widely used to identify most other consumer goods worldwide.
- ISBN-13 codes begin with one of two prefixes: 978 or 979.
- Either number (13 or 10 digit) is acceptable.

WHAT IS AN EXAMINATION OR DESK COPY?

- Examination and desk copies are not the same thing.
  - Publishers provide examination copies to faculty to review as possible choices in their courses.
  - Publishers provide desk copies to faculty members who have actually chosen the books for their courses.
  - Publishers will usually provide these books to you on a no cost basis; however, the publisher's marketing expense for these "free" copies also raises the purchase price of the books for your students.

HOW DO I OBTAIN A DESK COPY OR OTHER ANCILLARY ITEMS?

- Publishers are the providers of desk copies and other ancillary materials. They prefer to work directly with faculty who use their materials.
  - A listing of hyperlinks for websites of most major publishers and their contact information is available on the bookstore website under Faculty Services.
  - Other publisher websites can be found by doing an internet search.
  - For any publisher information not found on online, contact rflack@wooster.edu.

WHY SHOULD MY STUDENTS BUY/RENT THEIR COURSE MATERIALS FROM THE BOOKSTORE?

- Students can be certain that what you have requested for your course is the product that is they will receive.
- The Bookstore is the most convenient source and makes every effort to offer all requested course materials at the most reasonable price available at the time of purchase/rental.
- The Bookstore is committed to offering as many options as possible, which includes used books, paper backs, loose leaf editions, digital formats, and textbook rentals when available.
- Our prices are often competitive with both local and online retailers (excluding textbooks found through auction websites or other independent person-to-person sellers).
  - Please see our online comparison shopping tool.
- We accept returns for full credit on course materials during add/drop periods. (Some restrictions may apply).
- The Bookstore is owned & operated by The College of Wooster. Any profits made are reinvested in our campus.

WHAT IF I STILL HAVE COURSE MATERIALS/BOOKSTORE QUESTIONS?

- Please contact us (call, email or stop in):
  - Rogera Flack: Curriculum Services-Marketing Manager; 330-263-2149; rflack@wooster.edu
  - Carol Thompson: Author Events & Special Orders; 330-263-2529; cthompson@wooster.edu
  - Loren Tooley: General Merchandise and Art Supplies; 330-263-2421; ltooley@wooster.edu
  - Joyce Heitger: Copy Center; 330-263-2588; jheitger@wooster.edu
  - Lynn Ellen Catlos: Accounting/Operations; 330-263-2422; lcatlos@wooster.edu
  - Michael Hicks: Director of the Bookstore; 330-263-2147; mhicks@wooster.edu

8/13/2013