

## **Textbook Adoption Protocol**

1. The bookstore will request and require that all textbook adoptions are due each semester according to the following deadlines:
  - A. Fall courses: April 1st
  - B. Summer courses: March 1st
  - C. Intersession & Spring courses: October 1st

Given that the national demand for used textbooks vastly exceeds the supply, early acquisition is essential. This allows the bookstore to source and purchase these books in an effort to keep costs down for the students. Timely adoption also allows students to actively search for the most reasonably priced textbooks.

2. Faculty, department administrators, or course coordinators on behalf of the faculty, shall submit course materials orders to the bookstore by the designated adoption deadlines.
3. By no later than two weeks after the adoption deadline has passed, the bookstore will provide the academic and department administrators with a list of all scheduled courses for which a textbook adoption has not been received. Academic and department administrators shall follow-up to ensure that any outstanding adoptions are immediately finalized and submitted to the bookstore.
4. Any changes and modifications to already submitted textbook adoptions should be directed to the Textbook Manager for approval and review.
5. The bookstore will notify academic and department administrators when they become aware of significant numbers of returns of required textbooks and materials by students during the first few weeks of classes.
6. Faculty members are expected to be aware of any variation in pricing when ordering a different book by a different publisher or a new edition of a previously used book.
7. Faculty members should be aware of the existence of course materials that are available in both “bundled” and “unbundled” form as prices between these two forms of packaging can vary.
8. Textbook adoptions are required to be submitted either through the bookstore’s website
  - a. <http://brightonbookstore.monroecc.edu/home.aspx>
  - b. <http://downtownbookstore.monroecc.edu/home.aspx>
  - c. email [dkwiatkowski@monroecc.edu](mailto:dkwiatkowski@monroecc.edu)
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