

Policy Document VIII

THE UNIVERSITY OF LOUISIANA AT LAFAYETTE *Textbook Orders: Policies and Procedures* September 2002

The University of Louisiana at Lafayette has adopted the following policies and procedures regarding the selection and ordering of texts and other materials for classes offered by the University. The objective of these procedures is to ensure that textbook orders are accurate and complete, that all available vendors have access to the textbook list if they so request, and that the appropriate textbooks are available to students at the inception of each semester.

Departmental Book Ordering Process

1. *Departmental Textbook Liaison.* Each academic department must identify a single person who will serve as the textbook liaison for courses offered by that department. The Dean of the Department's College should be notified of the name of the liaison. The Departmental Textbook Liaison is responsible for generating a complete and accurate list of texts required for all sections of all courses to be offered by the department in a given semester. The Departmental Textbook Liaison must submit the entire order to the Textbook List Manager in Dupré Library by the deadline announced in the University calendar.

2. *Departmental Textbook Order.* Each Department's textbook order must include the following information for each text:
 - semester and year
 - department
 - course and section number
 - textbook title and author
 - publisher
 - ISBN number
 - edition and year of publication
 - whether it is an optional text for students (the assumption being that a text is required unless otherwise noted)
 - estimated enrollment
 - any special features of a given text (e.g., its being shrink-wrapped with an accompanying CD or other supplemental materials)
 - notes for students or vendors regarding the text (e.g., an order cancellation, change in ISBN number, notice that the department will discontinue the adoption after this semester, etc.)

Prices should not be included in the order.

3. *Timeline for Textbook Orders.* The Departmental Textbook Liaison must submit the department's order, in electronic form using the template set up by the List Manager (see www.louisiana.edu/InfoTech/Library/Textbook), in accordance with the following deadlines:

- for Fall semester classes, submit the order before the last Friday in March;
- for Spring semester classes, submit the order before the first Friday in October;
- for Summer term classes, submit the order before the last Friday in February.

If a Department provides a written copy of the order to the University Bookstore or to any other vendor, then all vendors who request a written copy must receive one as well.

Departments will be notified of the receipt of the book order by the library staff, if they so request.

4. *Changes to the Departmental Book Order.* Changes to a Department's book order are occasionally inevitable, perhaps because a given text is out of print, for instance, or a faculty member's teaching schedule changes, or a faculty member leaves the University. However, changing the textbook order is a practice that should be avoided whenever possible. If a change must be made, it should be submitted as soon as possible, in electronic form, to the Textbook List Manager in Dupre Library. The date of the change should be noted on the submission form, and all information about a given text (as itemized in # 2 above) must be provided. The Departmental Liaison should not whether the new text is an addition to or a replacement of the original order.

University Textbook Clearinghouse

1. The University will maintain a master list or "textbook clearinghouse" of all textbooks needed for all courses in each semester. The list will be posted on the University's web site at www.louisiana.edu/InfoTech/Library/Textbook, where it will be accessible by students, faculty, and book vendors alike. The initial list for a given semester will be posted within two to three weeks after the deadline for departmental submission of the order (see Departmental Book Ordering Process above).
2. The University will appoint Textbook List Manager in Dupre Library to oversee the operation of the university textbook list and to respond to queries regarding the list. The List Manager can be reached by e-mail at textbooks@louisiana.edu.
3. Changes to the textbook master list will be entered as received, and the date of entry will be noted so that vendors and students know which texts have been changed after the submission of the original list.

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