



Bookstore Advisory Committee 2019 End-of-Year Report

By Andrea Thorson and Michael McNellis

Bookstore management and BAC have been working on solutions to the myriad of issues that have come to our attention. Below are a few solutions we have come to agreement thus far:

1. Bookstore will accept written authorization from the department chair and/or dean regarding book orders for unofficial courses. (e.g., late start classes, new hires not fully in the system, orders before bookstore receives enrollment feed from District.)
2. When professors inquire about book status as to what capacity the bookstore ordered for their classes, the bookstore will divulge the number of copies they ordered of the book title. They will also note how the total max seats in the courses needing the title.
3. Bookstore processes will include emailing the professor and cc'ing the Chair if the textbook they ordered has a new edition and the professor has ordered an older one. Faculty will respond to the email in a professional timeframe to ensure ordering and student needs are met. "Professional timeframe" refers to three business days, which is consistent with our other professional and timely responses expectations. If a professor fails to respond within three business days the bookstore will continue with the order as originally requested, unless the bookstore noted they were unable to secure an adequate number of books for students. In that case, the bookstore will order the new edition.
4. The bookstore will place verbiage (bookstore book title sticker that is commonly placed over or under the book titles) on used books or rental books that have one-time use codes. This verbiage will disclose the fact that the code may or may not be active. They have also agreed to have large posters/signage in the bookstore that notifies students of this fact.
5. The BAC will ensure the faculty understand the benefits of committing to a title for more than one semester. BAC is creating a process that will ensure a greater amount of copies are ordered for professors who commit to at least four semesters of a given title. Options like rentals are improved in these cases. None of these notifications will violate any Academic Freedom rights of faculty.
6. Bookstore staff will be trained by Angela Medina. Faculty will be asked to speak with Bernadette Quintero or Angela Medina at the book information booth or email to inquire about book ordering capacities and in-stock numbers in an effort to ensure accurate communication of information.
7. The BAC will help ensure that the deadlines are met for all orders on all courses that are scheduled and known. BAC will also help faculty understand the delays involved in older editions or out of print editions.
8. Instructors teaching late start classes will be encouraged, but not required to use books that the bookstore currently has in stock in order to ensure students have books at the start of the course. This will not violate the CCA contract that upholds faculty right of selecting textbooks.
9. Faculty will ensure any book listed as "required" on the syllabus is reported as "required" to the bookstore so they can adequately prepare for the need. This include APA/MLA type references books.
10. Book requisition forms will be used for faculty members' book orders for Summer and Fall 2019 and may be used for subsequent semesters depending on how well the system works.



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11. BAC is in the process of establishing a general policy regarding what material should go to bookstore and what does not, as well as what materials instructors may distribute for free in the classroom. Part of this process includes oversight from department chairs and deans. Also highlighted will be language on the purpose of coursepacks and the various ways in which instructors can “get written permissions” for copyrighted material.
12. Faculty can inform students that if they ordered online and 48 hours has passed since the order was placed, students are free to pick up textbooks in the bookstore by going to the online order pick-up line. If 48 hours has not passed, students are welcome to wait in the regular in-store line to pick-up their books or items. [Added 3.12.2019: During non-rush hours should a student who placed a weborder find the book in the store, the student can use either the in-store or online-order line to purchase the book and get the weborder cancelled; but during rush hours, the student would have to use the weborder line.] The bookstore will place signage to guide students.
13. Inform faculty members that using out-of-print books causes problems for bookstore and students.
14. We are working with SGA to draft tips for students. For example, BAC suggests students do not pay for two-day shipping, etc.
15. Just as faculty may not direct students to purchase books outside of the bookstore, such as providing amazon links on a syllabus, the bookstore similarly cannot direct any student to use amazon or other website to purchase material, with the exception of materials with access codes that are not available or sold separately from the publisher and cannot be obtained by the bookstore. This is why we encourage instructors to verify book status with the bookstore. This does not however prevent you from answering a question from a student who asks you if they can purchase the material somewhere other than the bookstore.
16. Article 12 of Agreement – CCA, BAC and Bookstore management all agreed that the clause containing the language of the bookstore being the “exclusive” seller and buyer of course materials means two things: 1) by “exclusive,” the meaning intends to say that any material that is sold for a profit must go through the bookstore, and any instructors’ self-authored (for which they do not charge money) handouts do not have to be sold through bookstore, provided that the faculty member does not copy and disseminate any copyrighted material in the handouts that violate “fair-use” laws. However, any class packets are encouraged to go through this process, as it checks for copyright violations. Any violations of copyrighted material are serious crimes and reflects poorly on the instructor and the institution. Language is being worked on regarding the legal meaning of what constitutes “fair-use” of copyrighted material and the BAC is developing educational presentations to better inform faculty of their professional obligations and responsibilities regarding fair-use and copywritten material. We may have a system to ensure items are not violating laws coming forward in the future, but at this time, if the professor is not selling the packet they do not have to have it reviewed by the bookstore copyright checking system.
17. Faculty will use the BAC approved book order form or an excel document which has been deemed acceptable by the bookstore and approved by BAC for Summer and Fall 2019.