

SUBJECT: TEXTBOOK ORDERING GUIDELINES**1. Purpose**

This document sets out the University policy for ordering course materials on all campuses.

2. Scope

This policy is applicable to all persons teaching courses or preparing materials for courses on all campuses.

3. Authority

The Dean of the College of Science and Management; the Dean of the College of Arts, Social and Health Sciences; the Dean of Graduate Studies, and the Director of Regional Operations, who are responsible to the Vice-President (Academic) & Provost, will assume responsibility for ensuring this policy is followed.

Textbook Ordering Guidelines

All course materials will be sold at or through the Bookstore. The Bookstore will purchase course materials requested by the instructors for each class offered at all UNBC campuses. The Bookstore will obtain the most favorable price possible from publishers/suppliers. Course materials will be sold to students at a price based on the net bookstore purchase price plus a standard margin. The Bookstore will not knowingly participate in, and will actively take measures to avoid predatory practices and unfair pricing.

Textbook Ordering Method

A textbook requisition form must be submitted to the textbook buyer by the instructors for each class offered by UNBC on all campuses. Forms are available from the text buyer. Requisitions must be submitted by the order deadline indicated on the form to ensure the books are available to the student in a timely manner.

Due dates for submitting textbook requisitions are as follows:

- September term: end of the second week in May
- January term: end of the second week in October
- Spring / Summer term: March 1
- Spring Intersession: March 1
- Summer Intersession: May 1