

UNIVERSITY OF MANITOBA POLICY

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| Policy: | TEXTBOOK AND COURSE MATERIAL ORDERING |
| Effective Date: | June 23, 2011 |
| Revised Date: | July 3, 2013 |
| Review Date: | June 23, 2021 |
| Approving Body: | Vice-President (Administration) |
| Authority: | Bylaw: Vice-President (Administration) |
| Responsible Executive Officer: | Director, Ancillary Services |
| Delegate: | Assistant Director, Ancillary Services |
| Contact: | Assistant Director, Ancillary Services |
| Application: | All Staff |

Part I Reason for Policy

- 1.1 To facilitate the ordering and availability of textbooks and course materials for use by University students by setting out the responsibilities of Instructors, Units, Course Material Coordinators and the BookStore to ensure that an effective system of ordering will be followed.

Part II Policy Content

Introduction

- 2.1 The University of Manitoba BookStore is responsible for the provision, on a cost recovery basis, of textbooks and course materials to students for use in their courses.

Definitions

- 2.2 The following terms have the following defined meanings for the purpose of this Policy and its Procedures:

- (a) **Authorized Course Material Listing** means the list prepared by the BookStore that includes all textbooks and course materials which have been authorized by Units;
- (b) **BookStore** means the University BookStore, a department of Ancillary Services;
- (c) **Course Material Coordinator** means a University staff member designated by the Unit Head to coordinate textbook and course material orders;
- (d) **Instructor** means a faculty member or instructor who teaches at the University;
- (e) **Unit** means a University faculty, school or department;
- (f) **Unit Head** means the head of a Unit, for example:
 - (i) in a faculty or school with departments, the department head;
 - (ii) in a faculty or school without departments, the dean or director.

2.3 In order for the BookStore to have all textbooks and course materials available for distribution to University students prior to the first day of classes in each term, the BookStore requires the cooperation of Instructors, Units and Course Material Coordinators.

2.4 Instructors, Units and Course Material Coordinators are required to become aware of their responsibilities.

2.5 All commitments of the University to publishers and suppliers with respect to textbook and course material orders must be made by the Bookstore. No other commitments will be honoured by the University.

Budgetary Considerations

2.6 Budgetary constraints represent realities which face all Units. The BookStore is required to be financially self-supporting and, therefore, must operate as effectively as possible within the budget constraints placed upon it. The budget of the BookStore is planned to cover all operating costs and is sufficient to permit the BookStore to offer quality service to the University community. The budget, however, is not open-ended. It is impossible for the BookStore to absorb any unnecessary and unreasonable costs incurred for textbook and course materials orders over which it has no control such as:

- (a) cancellation of an authorized textbook order;
- (b) failure to adopt in class an authorized textbook order;

- (c) reducing the number of textbooks or course materials ordered due to decrease in enrolment.
- 2.7 When textbooks and course materials are authorized, ordered and placed in stock but subsequently cancelled, not adopted in class, or the number required is reduced, there is a significant cost to the BookStore. The BookStore must adhere to suppliers' strict return policies, which may not permit the return of the textbooks or course materials, and pay for all handling and transportation costs. The BookStore may also have purchased used copies from students which are not returnable. In cases where such practices result in excessive costs to the BookStore, there may be charge backs to the Unit.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Director, Ancillary Services that a formal review of this Policy is required.
- 3.2 The Assistant Director, Ancillary Services is responsible for the implementation, administration, and review of this Policy.
- 3.3 All Staff are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Approving Body may approve Procedures, if applicable, which are secondary to this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is June 23, 2021.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Director of Ancillary Services or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- (a) comply with the revised Policy; or
- (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Policy “Textbook Ordering” (May 15, 1974, revised March 20, 2007)
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Textbook and Course Material Ordering Procedure](#)