

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	TEXTBOOK AND COURSE MATERIAL ORDERING
Parent Policy:	Textbook and Course Material Ordering Policy
Effective Date:	June 23, 2011
Revised Date:	July 3, 2013
Review Date:	June 23, 2021
Approving Body:	Vice-President (Administration)
Authority:	
Responsible Executive Officer:	Director, Ancillary Services
Delegate:	Assistant Director, Ancillary Services
Contact:	Assistant Director, Ancillary Services
Application:	All Employees

Part I Reason for Procedure

- 1.1 To set out Procedures secondary to the Policy entitled “Textbook and Course Material Ordering” with respect to ordering textbooks and course materials through the BookStore.

Part II Procedural Content

Definitions

- 2.1 All terms used as definitions in this Procedure shall have the same meaning given to them in the Policy.

Authorized Course Material Listing

- 2.2 The Authorized Course Material Listing provides a central source of information for students, Instructors, Units and the BookStore, and it enables students to purchase textbooks and course materials in advance of the first day of classes.

Responsibilities for Instructors

- 2.3 In order to facilitate the ordering of textbooks and course materials, Instructors shall follow the following Procedures:
- (a) Instructors will decide upon the textbook and/or course materials for their course, and provide this information to the Course Material Coordinator;
 - (b) Instructors will advise Course Material Coordinators when course enrollment is higher than anticipated or cancelled.

Responsibilities of Course Material Coordinators

- 2.4 Course Material Coordinators will coordinate textbook and course material orders for their Unit and submit them to the BookStore using the BookStore's online ordering system or the Course Material Authorization Form provided by the BookStore. This information will be provided each term as per due dates established by the BookStore in 2.10-2.17 of this Procedure.
- 2.5 Upon advisement from Instructors, Course Material Coordinators will initiate re-orders for courses that have higher enrollments than expected.
- 2.6 Upon advisement from the BookStore on outstanding orders for textbooks or course materials, the Course Material Coordinator will follow up with Unit Heads.

Responsibilities of the BookStore

- 2.7 The BookStore has the responsibility of ordering all textbooks and course materials for use within the University and having them available for sale when required. More specifically, however, the responsibilities of the BookStore as they relate to textbook and course material ordering are as follows:
- (a) Advise Course Material Coordinators of due dates for receiving course material authorizations several weeks prior to the start of each term.
 - (b) Advise and assist Course Material Coordinators and Instructors on price and availability of textbooks and course materials.
 - (c) Process the textbook and course material orders. Purchase quantities are based on enrollment, trends and sales history.
 - (d) Follow up with suppliers on outstanding orders.
 - (e) Advise the Course Material Coordinators when textbook or course materials submissions have not been received from their Unit within the due dates established.
 - (f) Advise Course Material Coordinators of out of print situations or other problems or anticipated delays with textbooks or course materials.

- (g) Prepare the Authorized Course Material Listing for students.
- (h) Return unsold inventory to suppliers at the end of each term.

Communication with Suppliers

2.8 The BookStore has the necessary information available to communicate effectively with suppliers regarding textbooks and course materials which have been ordered. To ensure maximum effectiveness of enquiries, communication between Instructors and suppliers should be channeled through the Course Material Coordinators and the BookStore.

Special Orders

2.9 The BookStore is the designated supplier on campus of special order books. Such orders will be sourced and processed by using the BookStore's book buying expertise and contacts with industry suppliers in order to avoid difficulties related to order fulfillment and expedite delivery.

Calendar of Textbook and Course Material Ordering, Processing and Distribution

- 2.10 **January 2:** Textbooks and course materials for the winter term will be available for selection by students. All textbooks or course material not in stock by this date will be subject to special follow-up procedures by the BookStore.
- 2.11 **February 15:** All unsold textbooks and course material used for either summer, first term and both term courses will be returned to the suppliers beginning on this date, except where special arrangements have been made with the Instructors.
- 2.12 **March 1:** Deadline for receipt of Course Material Authorization Forms covering Intersession and Summer Evening courses.
- 2.13 **April 1:** Deadline for receipt of Course Material Authorization Forms covering Summer Day courses.
- 2.14 **May 1:** Deadline for receipt of all Course Material Authorization Forms covering first term and both term courses.
- 2.15 **August 25:** Authorized Course Material Listing will be available for distribution.
- 2.16 **September 1:** Textbooks and course material for the fall term will be available in the BookStore for selection by students. All textbooks and course material not in stock by this date will be subject to special follow-up procedures by the BookStore.

- 2.17 **October 15:** Deadline for receipt of all Course Material Authorization Forms for second term courses.

Part III Accountability

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

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is June 23, 2021.
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the Director, Ancillary Services or Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant; and/or
 - (c) the Procedure is now in conflict with another Governing Document.
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein; and
 - (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 VI
Cross References

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