

POLICY

The College Bookstore will provide textbook acquisition, inventory and sales service for approved College programs in a timely and cost recovery manner.

The College Bookstore will make every reasonable effort to ensure that all students enrolled in a program course are able to purchase their course books on time in the Bookstore.

PROCEDURES

Textbook Orders

1. Orders are placed using *Faculty Textbook Requisitions* signed by the Chair of the relevant program area.
Fall Term: June 30
Winter Term: November 5
Spring/Summer Term: mid-January
2. *Faculty Textbook Requisitions* for all programs will be approved by the Chair of the relevant program area.
3. Textbook orders and returns will normally follow established College calendar term dates.
4. All textbook returns will be completed within the timelines established by the Bookstore.
5. Number of program textbooks ordered will normally be based on the previous year's enrollments by course and/or maximum enrollment numbers.
6. Each program area will designate a textbook order point of contact staff person. This individual is responsible to meet with faculty in their program area to ensure understanding and compliance with Yukon College textbook order processes.
7. All instances of a Publisher *no return* policy will be communicated to the contact staff person; a cost recovery purchase plan for these circumstances will be given prior to placing the order.

NOTE: Order dates for programs that have start dates that differ from regular term dates will follow timelines that ensure timely and cost-recovery service.

Textbook Returns

1. All textbooks will be returned within the established Bookstore return policy.
2. In the case of a Publisher with a *no return* policy, the cost recovery purchase plan communicated prior to ordering will be in effect.

BOARD GOVERNING POLICIES

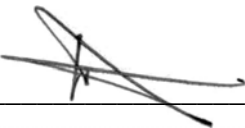
Board Policies as outlined in the Board Policy Handbook

Yukon College Strategic Plan 2008-2013

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

- Collective Agreement between Yukon College Board of Governors and The Public Service Alliance of Canada

AUTHORIZATION

Approved by the President _____  _____ (signature)

On _____ February 8, 2013 _____ (date)

B. FORM

Faculty Textbook requisition