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Subject Textbook Orders

Stony Brook University

Memorandum

From: W. Brent Lindquist, President - University Senate

To: West Campus Faculty

Re: Textbook Orders

Date: Thursday, Sept. 25, 2003

Colleagues,

I am writing to remind all Stony Brook faculty of the 1996 policy established by your University Senate which states:

"the campus bookstore be informed of the textbooks and course materials required or recommended for courses offered in the following semester, even if orders are being placed at other bookstores"

What this means in practice is that each course instructor for the upcoming semester must place a textbook requisition with the campus bookstore. A requisition can be placed either via paper forms available in each departmental office or directly on the web at

<http://notes.cc.sunysb.edu/FSA/textord.nsf>

Note specifically that the policy requires filing a requisition with the campus bookstore even if an order has been/is to be placed with an off-campus bookstore.

Among the reasons for this policy, I bring your attention to the following:

- i) Many students purchase books through a campus bookstore account (CBA). A CBA allows students to defer immediate out-of-pocket expenses; for students receiving financial aid, the bookstore account draws directly from their financial aid package where appropriate. CBA activity currently runs at \$500,000;
- ii) Having all textbooks available in the campus bookstore enables one-stop-shopping, particularly useful to disabled students;
- iii) The absence of any textbook information for a course makes it impossible for the bookstore to respond to student requests to acquire the text book through a special order.

Mindful that there are reasons why faculty may wish to place book orders at off campus locations, the Senate policy makes no attempt to restrict book orders to the on-campus vendor. However it does require the courteous effort of every faculty member to ensure that all course material information is available through the campus bookstore.