

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 3	<b>DIRECTIVE NO.</b> G2
	<b>ORIGINATOR</b> Bookstore	
	<b>APPROVED BY</b> V.P.A.M.C.	
<b>TITLE</b> <b>PROVISION OF TEXTBOOKS AND RELATED MATERIALS</b>	<b>EFFECTIVE DATE</b> 2001.10.17	<b>REPLACES</b> 1995.01.01

### **PREAMBLE**

It is within the mandate of the College Bookstores to meet all the book, computer software, and course related needs of faculty, students and staff.

The College Bookstores stock textbooks, both new and used, required for the various courses conducted in the College. The Bookstores also oversee any on-campus services which provide a liaison between students in the sale and purchase of used textbooks.

### **POLICY**

1. To reduce costs and curtail duplication of services, purchase orders for books required by academic departments will be processed by the Bookstore. The Purchasing Department will automatically divert to the Bookstore any requisitions for books that it receives.
  
2. When purchases are to be made with College funds, direct negotiations of such purchases with a supplier should not take place, as it is not usually financially advantageous to do this. If a given situation makes such a procedure unavoidable, requisitions for such orders must still be forwarded to the Bookstore to raise a purchase order.

### **PROCEDURES, ROLES AND RESPONSIBILITIES**

#### 1. Purchase of Textbooks

1.1 Academic Departments, as the originating agency, will prepare and forward to the Bookstores, completed textbook requisition forms according to the following schedule:

- by March 15 for the spring term
- by May 31 for the fall term
- by October 15 for the winter term

The orders placed should be a precise estimate of the total anticipated requirement,

without regard for existing known quantities in the Bookstores.

- 1.1.2 Booklists stating estimated quantities are to be forwarded to the Bookstores by the date requested in semi-annual memoranda from the textbook office, for those texts which have been selected for the next term, to permit students to purchase used books where applicable. A blank booklist form accompanies the textbook office memo referred to above.
- 1.1.3 When a required publication is dropped from the requisition form or booklist, the Bookstore is to be notified immediately in order that records can be amended, and books returned to the publisher for refund.
- 1.1.4 Certain textbooks cannot be returned to the publisher for credit, or in some instances, only a limited number may be returned. The Bookstores notify departments of these particulars after requisitions are received. Therefore, departments must exercise care when confirming quantities of such books to be purchased.
- 1.1.5 Due to the difficulty in forecasting the number of Continuing Education students for particular courses, and the losses which would result by making premature estimates, Continuing Education Coordinators may not be able to adhere to dates mentioned above. In such instances, Continuing Education Coordinators will work with the Bookstore in selecting suitable dates. Should the original estimate need to be amended, the information must be passed to the Bookstore as soon as it is known.

## 2. CEIC and Apprentice Students

- 2.1 CEIC and apprentice students will receive on loan from the College the textbooks and/or equipment required in support of their program. Consumable materials such as paper, pens, erasers and equipment that will remain the property of the student, must be purchased by the student.
- 2.2 Departments will purchase textbooks and or equipment for student needs from budget funds established for those purposes. Inventory records must be maintained for nonconsumable items including a record of all items on loan to students. Loan items will not be issued to students without a teacher's written approval.
- 2.3 A student loan record must be cleared prior to the student receiving his/her academic transcript or diploma or certificate.

2.4 Student payment for lost, stolen or badly damaged texts/equipment will be made at the appropriate College office. A student must produce a receipt covering such payment prior to receiving his/her academic record.

**RELATED DIRECTIVES**

E5 - Unreturned College Property and Unpaid Debts  
Glossary of Terms

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*(original signed by)*  
Vice President, Academic

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*(original signed by)*  
Vice President, Finance  
& Administration