

Policy Title: Bookstore Textbook Acquisition Process
Policy Approver: President's Office
Policy Holder: Student and Infrastructure Support
Category: Operational
Original Date: October 2007
Last Revised: February 2013
Next Review: January 2013

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 8th day of February, 2013.

Karen Barnes

February 8th, 2013

President, Yukon College

Date

1. Purpose of Policy

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

The University 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.

2. Governing Legislation and Relevant Documents

Board Policies as outlined in the Board Policy Handbook

Yukon University Strategic Plan 2008-2013

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

3. 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 University 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 University 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.

4. Other Related and/or Accompanying Documents

- B. FORM: Faculty Textbook requisition