



### 5.14.5.3 Textbook Ordering Guidelines

The Century Bookstore is operated as a service to students and faculty. Its major purpose is to make available for sale textbooks, supplies and supplemental items directly related to instruction. Immediate notification of changes affecting textbooks must be communicated among administrators, faculty and students in order to optimize efficiency.

#### Procedures:

1. Textbook orders from faculty members will be due in the Bookstore by the date requested. Notices and requisition forms will be sent to instructors by the Bookstore Manager usually 3-4 weeks after the start of the next term.
2. Books will normally be ordered for all college courses in sufficient quantity to provide a book (new or used) for each student up to the optimal enrollment limit, provided the order comes in by the deadline date and the book is listed as required.

#### References:

Minnesota State Colleges and Universities Board Policy: 5.14.5 Purchasing

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