

--Revision (3-11-04)--

Textbook Adoption/Order Requests Policy

The purpose of this policy is to provide for efficient, consistent, timely, and accurate ordering of classroom materials. Effective with the implementation of this policy, the University of Arkansas Bookstore will become the single collection point for book and material orders. This process will help remove confusion from the ordering system. The intent of this policy is to improve communication, thereby enhancing free market activities. The University of Arkansas Bookstore will automatically share textbook adoption information with off-campus bookstores in Fayetteville in a timely manner.

The overall goal of this policy is to ensure quality education for our students and convenience for our faculty.

All faculty, staff, and others who may be involved in textbook adoptions, or who may be directed to make textbook adoptions, are to adhere to the following policy and procedures:

1. Classroom textbook requirements are to be met by utilizing the University of Arkansas Bookstore located in the Arkansas Union. Textbook adoptions include lab books or custom packets.
2. Textbook adoptions may be made online through the University of Arkansas Bookstore website. From the University's Home page, click on "Bookstore and Razorback Shop" to access the adoption facility. This

facility is hosted on a Follett wholesale book division website; however, Follett does not run our store—the University operates the store. Follett is one of several wholesale book providers. A password and a user name are required for access. Contact the University Bookstore at 575-3010 to request access information.

3. Care should be exercised to ensure that adoptions are placed in a timely manner. Some books may be shipped from overseas, may be out of print, or may be in short supply.
4. It is important that all book adoptions and requests for supplies or custom packaged classroom materials be ordered through the University of Arkansas Bookstore. Inventory counts and enrollments need to be monitored in one place to help ensure that an ample supply of textbooks and other materials are available for classes.
5. The University of Arkansas Bookstore and University Copy Services will provide copyright clearance, printing, and binding of custom class packets to ensure that copyright issues are appropriately addressed, and to provide consistency in the materials sold. These packets will be available for other stores to purchase.