

## **Textbook Ordering at TTU**

### **Serving Students and Complying with Statutory Regulations and Contractual Agreements**

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#### **Background**

TEC Sec. 51.452 Dissemination of Course Schedule and List of Required and Recommended Textbooks (as applied to Texas Tech)

*For each semester or academic term, Texas Tech University will produce, based on the published course schedule, a list of the required and recommended textbooks for each course. This list is to be published on behalf of Texas Tech University by the campus bookstore on the bookstore's website.*

*To allow for timely placement of textbook orders by students, Texas Tech University will disseminate its course schedule and textbook list not later than the 30th day before the first day of classes.*

#### **Contracts**

- Barnes & Noble Campus Bookstore and Texas Tech University
- Barnes & Noble Campus Bookstore and other local bookstores

#### **Other local bookstores**

- Concerns with Barnes & Noble Campus Bookstore
- Concerns with faculty orders

#### **University Objectives**

- 1<sup>st</sup> – To better serve students and to streamline faculty procedures.
- 2<sup>nd</sup> – To comply with statute and contractual agreements.
- 3<sup>rd</sup> – To better steward agreements with constituencies, including local businesses.

#### **Problems with the *Status Quo***

- Noncompliant ordering practices: late orders, changed orders, cancelled orders
- Campus bookstore's management of orders and contractual agreement
- Effects on students: unavailability, costs, misinformation, scholarship problems
- Effects on faculty: reputation, student preparedness for class assignments
- Effects on university: costs, reputation, potential consequences of regulatory noncompliance
- Effects on bookstores: costs, customer relations

#### **Biggest Problem, Biggest Risk**

= Noncompliance with statute

#### **Strategies to Reach Compliance**

- Recognize the critical role of faculty.
- Post semester's due-date for textbook orders on the Academic Calendar.
- Registrar's office working to effect technical helps in course scheduling and reporting.
- Introduce a revision to OP 32.06 Faculty Responsibility stating expectations of timely textbook orders.
- Faculty use Barnes & Noble Campus Bookstore as primary source for textbook orders, employing the FacultyEnlight online portal.
- B&N Bookstore will work cooperatively with and provide direct assistance to individual faculty and departments in improving and implementing efficient procedures.
- B&N Bookstore will share orders with other bookstores in timely manner according to contractual agreements.
- Strictly avoid changes to textbook orders within the 30-days prior to start of classes.
- The Provost's Office will confer with faculty and faculty administrators to monitor progress with these strategies and to determine and implement other strategies to strengthen the process.