

505.0 BOOKS FOR COURSES: HIGHER EDUCATION OPPORTUNITY ACT (HEOA)

The Higher Education Opportunity Act (HEOA) of 2010 requires bookstores to have course information, including required and optional books for courses, available to students at the time they register for classes. Therefore, the Luther Book Shop will set the due dates for textbook requisitions for each semester and J-term accordingly.

602.6 Book Shop

602.6.1 The Luther Book Shop is college owned and operated. The store stocks books and supplies for faculty, staff and students. All textbooks and course materials used in a course need to be sold through the bookstore; faculty are not to resell course materials in the classroom. Instructors should place orders for textbooks and supplies on order forms supplied by the Book Shop, completing the textbook requisition form found on the faculty page of the Book Shop Website (www.lutherbookshop.com), or by e-mail. Textbook requisitions are due by a date determined by the bookstore, which is about two weeks prior to student registration. Please turn your textbook and course supply orders in to the Book Shop on or before the due date. Promptness gives the store the time needed to order and stock the textbooks; allows the bookstore time to purchase books during buyback and to purchase the greatest number of used books available at the most competitive prices; and keeps Luther College in compliance with the Higher Education Opportunity Act. Information required when submitting textbook orders includes: 1) title, 2) author, 3) ISBN, 4) publisher, 5) verifying the book is still in print, 6) edition, and 7) listing if the text is required, recommended or optional. It is imperative that book titles adopted for courses be used for the term. Only submit your requisition when you are certain of the titles you want to use. Additional titles may be added at any time. Faculty may adopt course-use textbooks they have authored. To determine the quantity of books to order, the Book Shop considers such factors as student course enrollment numbers, the number of books on hand, previous sales history, and the number of used books in the hands of students. If all copies are sold of a particular book, students are able to place a special order. The book is ordered immediately after the student places the order. All unsold books are returned to the publishers four weeks from the first day of class.

602.6.2 Used texts are purchased from students at buyback and stocked when it is known that the text will be used again. Students are our best resource for used textbooks. It is important for the college and the students that we receive faculty text requests before buyback.

602.6.3 Faculty-created readers, lab manuals, and anthologies, which are for resale, should be given to the Book Shop for reprinting. All necessary copyright permissions are the responsibility of the faculty member to obtain. Before course copies can be printed, the copyright permissions must be granted and the Copyright Clearance Declaration must be signed by the faculty member. A Copyright Clearance Declaration can be obtained in the Book Shop or at http://www.lutherbookshop.com/site_faculty.asp. Permission must be granted each semester even if the copyrighted work has been previously used. All printing costs and copyright fees will be paid by the Book Shop. The original manual will be returned to the faculty member along with a desk copy (if requested at the time of submitting the manual).

602.6.4 Instructors should inform the Book Shop of books which will be recommended for supplementary reading during the year. These books will be stocked. Recommended course supplies will also be stocked.

602.6.5 Instructors should request desk copies from the publisher as soon as possible. Publishers' policies do not allow the Book Shop to order desk copies for instructors. If the instructor does not receive the desk copy from the publisher by the time it is needed, the instructor may purchase a copy of the text from the Book Shop. Once the desk copy is received, the text may be returned for a full refund, provided the book is in resalable condition and returned within the first month of the semester.

602.6.6 Certain textbooks are available as a rental option for students. With these specific titles, the book can either be purchased or rented. If the book is rented, it is used the entire semester and returned to the Book Shop at the semester's end. To determine which titles are eligible for rental, the bookstore compares their list of titles against all possible rental titles from a third party book supplier.

602.6.7 If a textbook is cancelled by a faculty member and the books have already been received by the book shop, the academic department is responsible for the cost of the books. If the books are returnable to the publisher, the academic department will be charged the cost of any restocking fee. If the books are non-returnable due to publisher policy, the academic department will be charged the cost of the books including freight. The academic department will also be charged for any books bought at student buyback. For books that are purchased by the department, the Book Shop, if requested, can try to sell them to wholesalers and subtract that amount from the original charge.

602.6.8 If a course is cancelled or a change is made in who is teaching the course, the Book Shop will absorb all books already purchased. Because of the financial impact, the bookstore must be notified as soon as the decision is made to cancel a course or to change faculty teaching a class.

602.6.9 Cash purchases by college employees in the Book Shop will receive a 10% discount if the total of the purchase is at least one dollar. Employees may also charge purchases to be taken out of their paycheck at the 10% discount. An application, available from the Human Resources Office, must be filled out before charging privileges are allowed. The discount privilege is a fringe benefit for Luther employees, spouses and dependent children.

602.6.10 The Book Shop stocks office supplies for administrative offices and for departmental usage. Items purchased for use by the department and offices are afforded a 25% discount from the retail price if the total sale is greater than \$1.00. The Book Shop will take orders for items not in stock; special orders are generally received the next day.

602.6.11 The Book Shop offers a textbook price comparison on their website, www.lutherbookshop.com/buy_courselisting.asp. Bookstore prices for renting and purchasing textbooks are listed along with other online vendors such as Amazon. This service is viewable prior to the start of each term through the first few weeks of class.