

Faculty Q & A

Revised 9/2015

Hello! We need your cooperation and support so we can obtain the least expensive books for our students, as well as adhere to federal government requirements. We acknowledge that you are extremely busy – we are too – but we are kindly asking you to prioritize the communication of your textbook needs.

A timely and clear response from you is critical to assuring accurate information for our students.

Thank you, in advance, for your assistance!

Q What is the **minimal amount of info** you need from me for each course?

- Course Code and Section (example: PSY 105 A)
- Title
- Edition
- Author Name
- ISBN
- Required, Optional or Recommended? Please indicate a preference. Lack of a citation will result in the assumption that the book is a requirement.

Q What are the **appropriate ways to clearly communicate my textbook needs** to you?

A Through your Jayweb account jayweb.etown.edu or by emailing your adoptions to petersond@etown.edu

Q **What are the due dates** I need to be aware of regarding textbook adoption?

FALL SEMESTER

April 1 Adoptions due from faculty

April 13 Textbook List published & Registration for Fall Semester begins

WINTER TERM

October 1 Adoptions due from faculty

October 15 Textbook List published for Winter Term courses

SPRING SEMESTER

November 1 Adoptions due from faculty

November 9 Textbook List published & Registration for Spring Semester begins

MAY TERM/SUMMER ONLINE

February 1 Adoptions due from faculty

February 15 Textbook List published for May/Summer courses

These dates are now standardized, so you can mark your calendar with these dates, each year. If the 1st falls on a weekend, your response is expected by the following Monday.

Q What if I am **not requiring any books** – do I still need to respond?

A Yes, please! No need to complete any forms; just email to petersond@etown.edu and please include the course(s) that you are teaching that do not require books.

Q What if I **am using the same books as the last time I taught the course**?

A That makes it easier, but I still need you to respond. Via email, just tell me the course(s) you are teaching this semester and let me know you want to use the same books. (I trust you will review your previous course requirements before you respond that you are using ALL the same books. If you are changing anything, let me know that.) I will send you an email confirmation with the books I am reporting for your course.

Q What is an **ISBN** and why is it so important?

A A book's International Standard Book Number or ISBN is like the fingerprint of a book and is unique to each edition, binding or bundle of a title so that the precise desired product can be ordered. Failing to provide the ISBN can lead to miscommunication and incorrect ordering. NOTE: Please do not provide the ISBN of an instructor's copy of a book you intent to adopt. In an instance like this, please contact the textbook manager, petersond@etown.edu for assistance with adopting the correct textbook.

Q Can I **cancel and/or change my textbook adoption** once I submit it?

A We hope cancellation or change requests are kept to a minimum, but if they happen, they are handled on an individual basis. From the textbook manager's perspective, it is assumed that once a textbook adoption is submitted, the variables surrounding the related course offering (who/what/when) are concrete and the syllabus will reflect the identical textbook. The manager then uses the adoption info to make ordering and buying decisions. Changes in adoptions after that point usually result in additional expense incurred by the College Store. Additionally, if a change in adoption happens after the buyback period, the Store also incurs additional expense in the form of dead stock, i.e. books purchased that won't be sold AND can't be returned.

Q Why are your **due dates for adoptions so early**?

A In order to be compliant with the HEOA law*, Elizabethtown College must "to the maximum extent practicable" inform students of the books they will need for the next semester by the time they register for that semester. The standardized due dates were established with the registration schedule in mind.

The best prices and the biggest inventory of **used** books can be procured the earlier I place an order with wholesalers. Since inventory of used books is constantly fluctuating, the best way to get the greatest quantity of used books is to have time to "work the textbook list." **Purchasing used books is a top priority and it helps make the cost of an education at Etown a bit more affordable.**

In addition, time is needed to make decisions about which books to "buy back" from Etown students. This "buyback" practice actually allows us to offer a better price to students who sell back to the Store. Then future students who buy that book also pay a lower price. When we buy back books from our own students, we eliminate the middleman, the wholesaler or publisher, who is the main culprit in the HIGH price of textbooks**

* See the link ifap.ed.gov/dpclatters/GEN1009FinalTextbookGuidance.html

**See the link www.nacs.org/LinkClick.aspx?fileticket=Jz-tFOW7oM%3D

Q Exactly what is the HEOA law* and how does it affect me?

A The Higher Education Opportunities Act (HEOA)* requires institutions of higher education that receive Federal financial assistance to post verified textbook pricing information for both required and recommended materials for each class. Elizabethtown College is legally obligated to comply with this law and we can only do that with your help.

Q Once I submit should I confirm my textbook adoption is correctly recorded and published? If so, where do I find the Textbook List to confirm the information is correct?

A Yes, it is advisable that every faculty member verify and confirm that their adoption submission is recorded and displayed correctly. This check and balance assures complete accuracy for the student, the textbook manager and you. The Textbook List resides on the College Store website and can be found at this link: etown.edu/programs/college-store/faculty-adoptions.aspx Once the registration period starts, the textbook list is updated daily. A faculty member can also email petersond@etown.edu or call EXT. 1130. Lastly, stopping in person to the College Store book room to verify correct information on the shelf tag is also an option.

Q I know there is a new edition but can I order old editions? I want to save my students money!

A We want to save students money, too. However, because of uncertainty in the supply of old editions, there may not be any real “savings” for the students. An old edition usually has no value at buyback. Students might pay less for the book up front, but if they can’t sell it back, it will cost them more in the end. Be advised that if you choose an old edition, there is the possibility we will not be able to provide adequate stock for your students’ needs. We will do our best to inform you of any new editions and to inform you if we foresee a restocking issue with old editions. The decision is always yours, but we want you to be aware of the risks.

Q Do I need to let you know if I plan to use a course pack or lab manual for my class?

A Yes, please! Letting us know you expect to create a course pack or lab manual for your students to purchase in the College Store enables us to plan shelf space, to more accurately manage students’ course material expectations, and to barcode these custom materials so that they are ready to sell as soon as they arrive in the College Store. Even if you are not 100% certain you will produce a course packet or lab manual, it is better for us to have advance notice of the possible creation of such materials. You can simply let us know if you decide not to proceed with production.

Q How do I create a course packet or lab manual for my class?

A You will need to submit a Print Request Form along with your materials through our Print Services Department. More information and the print request form can be found at etown.edu/offices/print-services/submissions.aspx Print Services establishes their own deadlines for submission, so you must contact their office for additional details.

- Q** What if I need to **order supplies** for my classes (i.e. sketch books, paint brushes, googles, graph paper)?
- A** If you intend for your students to purchase their supplies from the College Store, we ask for advance notice so that we have stock available for your students. Nancy Fink is our College Store school supply buyer and orders all of our school related supplies. You can record any supply needs on your response regarding textbooks and we will pass the information on to Nancy. Or you can email your needs to her directly at finkn@etown.edu .
- Q** How do I **order desk or review copies**?
- A** Each faculty member is responsible for ordering their own materials from the publishers. Information about obtaining desk copies can be found on the College Store's website etown.edu/programs/college-store/faculty-adoptions.aspx .
- Q** What if I'm an **adjunct instructor** and don't regularly access my Etown email?
- A** It is EXTREMELY important that you check your Etown email account several weeks prior to teaching a course, even if you are not teaching in the current semester. Email is the main method the college uses to communicate important information to its employees. In order not to miss textbook response due dates, you can also mark your calendar. **February 1st**=May/Summer Term; **April 1st** = Fall Semester; **October 1st** = Winter Term; **November 1st** = Spring Semester.
- Q** Is there **a system that allows me to build historical data** for the books I use each semester?
- A** If you use the jayweb system for your textbook submissions, there is a component in the program that allows you to review past submissions. In addition, going back as far as Spring 2013, we keep the textbook lists posted on the College Store website, etown.edu/programs/college-store/faculty-adoptions.aspx so you do have the ability to review past data.
- Q** My students told me they **can't find the book they need in the College Store**. Why?
- A** We no longer buy the amount of books to correlate with the course registration numbers. The biggest reason: the College Store is no longer the first place students go to buy their books. And that is factored in to buying decisions, along with other factors which include historical sales, possibility of obtaining an old edition of a book from wholesalers, etc . If a book is not on the shelf when a student needs it, we offer a Special Order system, where we take the responsibility of ordering the book and getting it to the student as quickly as possible, with no shipping charge to the student. We strongly encourage students who purchase their books from the College Store to use our order/reservation option, as it gives us the ability to properly manage inventory and avoid running out of a title during Book Rush. They can go to our website and follow the link to reserve and purchase their textbooks. (Here is the link) etown.edu/programs/college-store/textbooks.aspx.

