

CAMPUS CORRESPONDENCE
University of New Orleans

November 26, 1985

FROM: Manuel L. Ibanez
Vice Chancellor for Academic Affairs and Provost

TO: UNO Faculty

Recent discussions at the dean's level point to the need for all faculty to review the UNO Bookstore procedures. For this purpose I enclose a copy of AP 14.2.

All faculty should be aware of the following points:

1. Textbook requests and problems or concerns about the Bookstore should be routed through the chairman or designated book coordinator.
2. Book cancellations should be made before registration begins.
3. Book shortage notifications should be made to the Bookstore in a timely fashion.
4. The designation of required as opposed to recommended titles should be carefully delineated.

The Bookstore has made great strides in serving the whole UNO community and continued success can come only through a thorough understanding of these procedures by all concerned parties.

Manuel L. Ibanez

MLI:dh
CC: Members of Dean's Council
Ms. Patricia S. Godwin, Manager
Bookstore

Attachment

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure

AP - 14.2

Effective Date: 5/16/83

SUBJECT: Textbook Procurement

DEFINITIONS

1. **Bookstore Advisory Group:** A body appointed by the Chancellor composed of six faculty, three students, the Bookstore Manager, and the Assistant Vice Chancellor for Auxiliary Enterprises, who serves as its chairman. It is charged with developing recommendations relative to Bookstore operations for submission to the Chancellor.

GENERAL POLICY

1. The UNO Bookstore shall provide all textbooks required at the University, and in so doing, shall foster harmonious relationships among faculty, students and Bookstore personnel.
 2. All textbooks used in a course, whether required or recommended, must be approved by the department chairman.
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AUTHORITY

Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

PROCEDURE

1. The chairman or appointed textbook coordinator of each department shall be responsible for:

A. Transmitting to the Bookstore, for each fall and spring semester and summer term, at a date to be announced by the Office of Academic Affairs, all course requirements and recommendations. Each request will include the chairman's best estimate of enrollment based on those data then available. The six-year enrollment history provided by the Office of Institutional Research and a comparison with the preceding semester enrollment are suggested data sources. If extraneous factors dictate a substantial change, a brief justification should be incorporated in the body of the request.

B. Disseminating to departmental faculty Bookstore information relevant to the acquisition process.

C. Consulting with Bookstore textbook personnel when considering new adoptions to determine the availability of considered titles and the effect publisher policy may have on departmental selections. Prior knowledge of potential problems may suggest a change of title.

D. Informing the Bookstore at the earliest possible moment when class registration exceeds estimates so that supplementary orders can be placed without delay. Precise enrollment date should be provided.

2. The Bookstore shall be responsible for:

A. Reviewing in a timely manner the course requirements and recommendations received from academic departments and placing orders to textbook wholesale houses and publishers.

B. Notifying academic departments, prior to the beginning of classes, of the quantity of books expected to be available.

C. Maintaining communication with department chairmen or coordinators, giving special attention to notifications from publishers which affect textbook availability.

D. Ordering substitutions or additional requirements promptly when enrollment exceeds estimates.

3. The Bookstore Advisory Group shall be responsible for monitoring this procedure.

Cooper R. Mackin
Acting Chancellor