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## **PROCEDURE FOR ORDERING TEXTBOOK AND COURSE MATERIALS**

### **PURPOSE**

To require academic departments and faculty members to provide to every bookstore wishing to retail textbooks and course materials, all information as requested to place orders with distributors and wholesalers.

### **DEFINITIONS**

"Textbook and course materials" means any required, suggested or recommended textbook, supplies or course materials identified by the academic department or individual faculty member as necessary for a student registered for a course.

### **GENERAL POLICY**

Louisiana State University is committed to providing sufficient information that may be requested by any bookstore for the purpose of ordering and providing textbooks and course materials for the benefit of students. The intent of the policy statement is to provide a choice of where students may obtain course materials.

All academic departments and faculty members with the responsibility of providing information for the ordering of textbooks and classroom materials will provide identical information to all requesting bookstores. Ordering information will be provided in a comparable response time to the deadlines established by the requesting bookstores. Orders may not be placed with only one bookstore nor is one bookstore to be promoted over another (except in the case where only one bookstore requests the information).

The Evening School is to be provided the original textbook order or copy thereof by the academic department or faculty member to meet the requirements for Evening School classes. The Evening School will in turn provide copies to any bookstore requesting same.

The forms necessary for the collection of the information will be provided by the respective bookstore requesting same.

Academic departments or faculty members with unresolved complaints related to services as provided by any of the bookstores are to be directed to the Office of the Vice Chancellor for Academic Affairs and Provost.