

CAMPUS STORE: TEXTBOOK ORDERING

(1.0) Textbook Ordering

The Campus Store orders all textbooks and other teaching supplies needed by students. Textbook orders are requested through the Associate Dean's office. Textbook orders are due to the Campus Store in the following time span: Fall Semester due April 15th, Spring Semester due October 15th and Summer Semester due March 15th. Specific information regarding textbook orders, desk copies and class- related materials should be referred to the Campus Store management.

(2.0) Sale of Classroom/Instructional Materials

Faculty may choose to have materials reproduced in the University Copy Center for sale to the students in the Campus Store. The Campus Store will not sell or have reproduced any of the said materials with copyrighted information without going through a copyright clearance. This procedure will take six to eight weeks. Going through these procedures eliminates the copyright infringement liability of the University and the Campus Store. Information on these procedures is available at the Campus Store.