

Book Procurement Policy for College staff and faculty

There is a desire to bring consistency to how the College provides book procurement services for staff and faculty. The Purchasing Department and the Bookstore managers met to discuss the relevant issues and after a thorough review, it was decided that the Bookstore will provide all book procurement services for the College.

Rationale: The Bookstore is able to provide this service at overall best value to the College because:

- An experienced book-buyer and assistant are on staff
- There is an established book ordering process internally
- Relationships with publishers are established
- The service of tracking and communicating status of order is provided

Discounts:

- In general, the Bookstore does not offer discounts on textbooks due to the low margins offered to us by publishers.
- If instructors are looking for textbook copies for teaching purposes, we can assist them in obtaining free copies, where available, from the publishers. If the instructor requires the book urgently, the instructor can take a copy from our stock which will then be charged to his/her department. Once the instructor has obtained a new copy from the publisher and returned that new copy to us, we will refund the department in full.

Exceptions are:

- School districts who are part of the South Island Partnership and receive a discount on bulk textbook purchases
- Discounts may be offered on damaged or old stock, at the discretion of the Course Materials Buyer

Arrangements for emergency orders will be gladly provided by the Bookstore and any associated costs will be passed on, as they would have been had Purchasing ordered the books.

When you have a requirement to order books please direct them, in writing (mail, fax or email) to the Bookstore Course Materials Buyer, Teresa Miros at mirost@camosun.bc.ca

Please include as many details as possible, such as title, author, ISBN and quantity. Each order needs to include a cost centre for department billing with appropriate authorization.

If you have any comments or concerns please contact the Bookstore Manager at local 3081.