

DCCCD BUSINESS PROCEDURES MANUAL
TEXTBOOK ORDERING GUIDELINES
SECTION 39.0.0

REV. 12/10/01

PAGE 1

=====

TEXTBOOK ORDERING GUIDELINES **39.0.0**

GENERAL INFORMATION **39.1.0**

- A. Textbooks for all courses (credit and continuing education) will be ordered by the District's college bookstore vendor, based on terms of the vendor contract.
- B. The District will provide textbook requisition reports to the contracted vendor to facilitate the textbook ordering process, in accordance with the schedule listed in Section 39.5.0 below.
- C. In accordance with the Open Records Act, the District will provide requisition reports to other bookstore vendors who request this information **in writing**. All efforts will be made to submit the reports simultaneously to all requesting bookstore vendors.

COLLECTION OF INFORMATION **39.2.0**

- A. The instructional and continuing education divisions will determine the required books (titles and authors) to be used in their respective courses.
- B. The division deans will estimate the quantity of textbooks needed, based on enrollment experience.
- C. A **Bookorder Screen Input Form** may be used by the faculty and deans to provide this information to division staff for system entry.

SYSTEM ENTRY **39.3.0**

- A. The division staff will enter the textbook requisition information from the **Bookorder Screen Input Form** or other expedient means, into the "Bookorder" Screen of the Student Curriculum Application System.
- B. The deadline date for system entry is the last work day prior to the "bookstore availability dates" listed in Section 39.5.0.

DCCCD BUSINESS PROCEDURES MANUAL
TEXTBOOK ORDERING GUIDELINES
SECTION 39.0.0

REV. 12/10/01

PAGE 2

=====

EDITING

39.4.0

- A. Whenever there are additions or changes to the "Bookorder" Screen, a **Textbook Requisition Audit Trail Report** will be generated by the District Computer Services Division.
 - 1. The District Computer Services Division will distribute the audit trails for the Continuing Education Departments to the Continuing Education Offices.
 - 2. The District Computer Services Division will distribute the audit trails for the instructional divisions to the Vice Presidents of Instruction.
- B. The Continuing Education Offices and the Vice Presidents of Instruction will distribute the audit trail report(s) to the respective division deans and staff for verification.
- C. Upon request, via a Control Run Request Form, the campus instructional/continuing education divisions may obtain a **Textbook Requisition Report** as well as an **Exception Report** which details the current courses/sections that do not have a book order record.

AVAILABILITY OF REQUISITION REPORT TO BOOKSTORES

39.5.0

A. CREDIT COURSES

The District Computer Services Division will produce a **Textbook Requisition Report** for availability to the contracted and public bookstores on the following dates:

Fall Semester	-----	April 15
Spring Semester	-----	October 15
Summer Session	-----	March 15

B. CONTINUING EDUCATION COURSES

The District Computer Services Division will also produce a **Textbook Requisition Report** for Continuing Education courses. This report will be available to the contracted and public bookstores on the following dates:

Fall Semester	-----	July 1
Spring Semester	-----	November 15
Summer Session	-----	April 1

REQUESTABLE REPORTS

39.6.0

For additional reports that are available to the campuses on a "request-basis", please reference the **General Manual, Requestable Report section for Student Curriculum.**

DCCCD BUSINESS PROCEDURES MANUAL
TEXTBOOK ORDERING GUIDELINES
SECTION 39.0.0

REV. 12/10/01

PAGE 3

=====

CHANGES AFTER THE INITIAL ORDER

39.7.0

- A. If changes are made after the initial order, a **Textbook Requisition Audit Trail Report** will be made available to the campus bookstores and other requesting bookstores by the District Computer Services Division within 48 hours after a change has been input.

- B. Such changes include, but may not necessarily be limited to the following:
 - 1. Title changes
 - 2. Quantity changes
 - 3. Cancellation of a book by the Division Dean/Continuing Education Dean
 - 4. Cancellation of a class
 - 5. Emergency changes due to instructor error
 - 6. Emergency changes due to order entry/keying error
 - 7. Emergency changes due to system failure
 - 8. A later text edition suggested/requested by the campus bookstore manager

- C. Authorizations for Changes
 - 1. Only the Division Dean/Continuing Education Dean can authorize changes to the textbook orders.
 - 2. All authorized changes must be entered electronically into the "Bookorder" Screen.
 - 3. The **Textbook Requisition Report** and the **Textbook Requisition Audit Trail Report** are the only official means for the bookstores to order books or make changes to existing orders.