



Policies and Procedures Manual

Title: Bookstore -Textbook Purchases Policy
Policy Administrator: Director of Bookstore
Effective Date: Jan-04-2013
Approved by: Director of Auxiliary Services

Purpose:

This document is intended to inform the College community of the policies regarding the purchasing of textbooks through the College bookstore. The College bookstore is the official agency of the College for handling the sale of all textbooks and required classroom and laboratory supplies.

Policy:

1.0 Faculty Textbook Purchases

All textbooks and supplies should be ordered by the individual professor via email to the Textbook Manager of the Bookstore. All textbook orders should include the following information: Course and section number, author, title, edition, publisher and ISBN (international standard book number) and whether the item is required or recommended. A separate email should be sent for each individual course.

1.1 Deadlines

Textbook orders should be placed no later than the deadline established each semester by the Bookstore Director.

1.2 Desk Copies

Desk copies must be obtained by the individual professor from the publisher.

1.3 Discounts

There are no discounts on textbooks.

2.0 Student Textbook Purchases

Students may begin to purchase textbooks from the on-line textbook web page at Bookstore.Holycross.edu when the booklist is posted (usually 4 – 5 weeks before classes begin) or in the bookstore upon arrival on campus.

2.1 What Students Need to Bring with Them

Students should have their course registration sheet with them when they purchase textbooks for the semester. This sheet contains the course and section numbers, both of which are needed to identify the correct books for each course.

2.2 Additional Instructions

For more complete instructions on finding the books needed for a course, see the Bookstore website <http://www.holycross.edu/bookstore/textbooks/purchasing/>.

2.3 Payment of Textbooks and Class Related Materials

Students may pay for textbooks and class related materials either with cash, checks, their Crusader Express account, bookstore gift card or a student voucher, provided through Financial Aid. Student Athletes can obtain their vouchers in the Athletics Department.

Forms:

Title
Title

Related Information:

Title Textbook purchasing information
Title

Policy # 320400-003
Date of Last Review Jan-04-2013