**Procedures for Textbook/Course Materials**

***Adoptions* or *Notifications* from Faculty**

As the Campus Store is the primary resource for course materials and information, it is important that, *even if using free, online, or no materials*, **the Campus Store is informed** so we can LIST information for students and their funders. Omissions can result in short funding from Sponsors and student distress, which we seek to avoid.

**Faculty are responsible** for determining and communicating their ***Adoptions*** (materials we will bring in to sell to students) or ***Notifications*** (information on other resources being utilized) by the deadlines below:

* **MARCH 1ST** – for SPRING Semester
* **MARCH 30TH** – for USED BOOK BUYBACK (*any future re-adoptions we can buy back from students*)
* **APRIL 30TH** – for SUMMER Semester
* **MAY 31ST** – for FALL Semester (*including Trades starting in Sept or Oct*)
* **OCTOBER 15TH** – for WINTER Semester (*including Trades starting in Jan or Feb*)
* **JUNE 15th** – for HEALTH Programs starting in the fall (*BSN, PN, HCA, Dental – via emailed list*)
* **8 WEEKS ADVANCE** of start-date – for TRADES starting at other times of the year (*via Cindy Touzin*)

**Late adoptions** may result in shipping charges being billed to the Program (Dept Head will be asked to provide cost-code).

**Late Course Assignments:** We understand that sometimes Faculty are not assigned a course until after the deadlines above, so the best practice is to check-in with the Course Materials Coordinator as soon as you are assigned to determine if someone else already requested materials or if we need to rush anything in.

How to communicate Adoptions and Notifications to the Course Materials Coordinator:

There are a couple of ways to inform the Course Materials Coordinator of your Adoptions or Notifications, as follows:

* **The Easy Button** – Any option below will do, just be sure to provide the basic details (course number, semester, and estimated students) and advise if you are using the same materials as last time or provide new adoption details (ISBN/title/auth/ed and if Required or Optional) or notify if there is nothing required or other resources are being used, via:
	+ **Email** quackenbush@cotr.bc.ca (feel free to provide info or links to any materials)
	+ **Phone** - call Yo at local 3695
	+ **Drop in or meet** with Yo for a *Course Materials Check-in* at her desk (note that dropping by can be hit or miss – so feel free to call first or arrange a time)
* **The Text Request Form** – fill in the form below and attach it to an email to Yo.

Whichever way it happens - Yo will send you an email to confirm your adoptions.

**PLEASE WATCH FOR EMAILS** reminding you of the deadlines above or seeking information from you. Your timely cooperation is appreciated!

Any questions or Course Materials advisements should be directed to:

**Yohanna Quackenbush – Course Materials Coordinator**

quackenbush@cotr.bc.ca

**250-489-2751 local 3695**

**COTR TEXT REQUEST FORM**

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| --- | --- | --- | --- |
| **Instructor** |  | **Semester or start date** |  |

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| --- | --- | --- | --- |
| **Course #** |  | **Estimated enrollment** |  |
| **Is an in-house produced Course Pkg/Lab/Manual required?** |  | **If yes - is the Reading Pkg/Lab Guide same content as last time, or new/revised?** |  |

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| **Textbook 1 Details** |
| **Title** |  |
| **Author** |  | **Must be bundled with** | (ie: Access code) |
| **Edition** |  | **Publisher** |  |
| **ISBN (13 digit)** |  | **Required or Optional?** |  |
| **Are old editions OK?** |  | **Note** |  |

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| **Textbook 2 Details** |
| **Title** |  |
| **Author** |  | **Must be bundled with** |  |
| **Edition** |  | **Publisher** |  |
| **ISBN (13 digit)** |  | **Required or Optional?** |  |
| **Are old editions OK?** |  | **Note** |  |

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| **Textbook 3 Details** |
| **Title** |  |
| **Author** |  | **Must be bundled with** |  |
| **Edition** |  | **Publisher** |  |
| **ISBN (13 digit)** |  | **Required or Optional?** |  |
| **Are old editions OK?** |  | **Note** |  |

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| **Textbook 4 Details** |
| **Title** |  |
| **Author** |  | **Must be bundled with** |  |
| **Edition** |  | **Publisher** |  |
| **ISBN (13 digit)** |  | **Required or Optional?** |  |
| **Are old editions OK?** |  | **Note** |  |

**Please use a second page if you have more than four adoptions**