

Effective Date: May 26, 1998

POLICY

Authority: RCW 28B.35.120(12)

Approved: President's Council, 5/26/98

POL -U8800.02 -- TEXTBOOK ORDERING POLICY

This policy applies to faculty ordering textbooks for WWU classes.

The Associated Students Bookstore is the Official University Bookstore

The Western Washington University Board of Trustees directed that all textbooks and related materials be ordered through Western's Associated Students Bookstore. As the University's official bookstore, the A.S. Bookstore has the responsibility to procure the materials needed for class instruction in a timely and efficient manner. Competing bookstores have the option of selecting which textbooks and quantities to order. In order to ensure books and materials are available for all classes, it is imperative that the A.S. Bookstore receive all faculty textbook orders directly.

Public Records Disclosure law requires the Associated Students Bookstore to provide any competing bookstores with its faculties' textbook orders. Currently, this is accomplished routinely by sending a copy of the textbook order. Since these textbook orders are already provided to any competing stores, it is not necessary or appropriate for individual faculty or departments to respond to off-campus retain requests.