

MEMORANDUM

Date: June 23, 2009
To: New Faculty
From: Carla Fleury, Bookstore Manager
Subject: Welcome

On behalf of all the Bookstore staff, I want to welcome you to our campus. We know that you'll find the Bookstore to be very responsive to the needs and requests of both you and your students. We are very dedicated to providing quality merchandise at reasonable prices. Our staff regularly attends information training sessions, trade shows, and meetings with textbook and general merchandise vendors. We are proud to show our University spirit by providing UCCS apparel and gift items, which we hope, will promote in you the same feeling of pride that we have grown accustomed to over the years.

Because of this attitude, we have been able to develop an excellent rapport with all the students, staff, and faculty. Our primary function is to provide essential services and products, and to help make you feel more at ease knowing that your needs will be met to the best of our ability. We have a very ambitious group of people here consisting of both state and student employees who combine their efforts to continually improve on product knowledge and public awareness.

In this endeavor, we are offering our personal assistance to you throughout your tenure here at UCCS. Please do not hesitate to call, since it is a good way for both of us to share information that will benefit the needs of you and your students.

Sincerely,

Carla Fleury
Bookstore Manager

UCCS Bookstore

Key Staff

We realize that many of your requests will be special in nature and will require the attention of a person from the Bookstore staff. Please feel free to call on us:

Carla Fleury	Bookstore Manager	Ext. 3242
Carel Nolan	Promotion/Marketing/HR	Ext. 3251
Sonja Hartshorne	Accounting	Ext. 3348
Sharon Coddington	Textbooks/Trade Books/ Software	Ext. 3250
Kim Weaver	Supplies/Electronics/ Computer Accessories	Ext. 3612
Sally Greene	Textbooks/Trade books/ Online/Reservation	Ext. 3634
Mark Cuillo	Shipping/Receiving	Ext. 3248
LeeAnna Slyman	Gift/Clothing/Sundries	Ext. 4309
Tamara Bales	Accounting	Ext. 3533
Keri Frisbee	Accounting	Ext. 4665

UCCS Bookstore

Special Services

More than just a place for required course materials, the UCCS Bookstore offers a wide variety of services to students, faculty, and staff. If there are questions, please feel free to call.

Special Orders

The Bookstore will be happy to special order any supply item or book not currently in stock. Most can be received in days.

Computers and Software

The Bookstore carries a variety of educationally priced software and computer accessories, in addition we will try to special order any software and/or computer accessories needed and not currently in stock. Software is offered at educational prices for faculty, staff, and students only with current ID. Additional Apple products are available on our website www.uccsbookstore.com. Call extension x3247 for more information.

Charge Accounts

For convenience, permanent faculty and staff may open a personal charge account at the Bookstore. Some restrictions apply.

Check Cashing

The Bookstore will cash a personal check up to \$5.00, with proper I.D.

Buy Back

The Bookstore offers a textbook Buy back program. Call for specific dates and details.

Book Club

Join the club, buy ten books and the eleventh is free. (Average price will be applied to the free book.) Check for specific details.

Bookstore Advisory Committee

Consisting of three students, two faculty, and two staff, this committee meets several times a year to discuss bookstore issues. Your representative will gladly listen to your comments; or better yet, become involved yourself. A call to the Bookstore will reveal the names of current members or more information about the committee.

Special Course Materials

Often, faculty will put together packets of class notes, special materials or articles for use in a particular class. Sally Greene, sslyman@uccs.edu, will be happy to help you obtain copyright permissions and the print shop will have your packet reprinted and packaged or bound for purchase by your students in the Bookstore. On-demand publishing is here. Ask for details.

Mountain Lion Express

We do personal shipping for Faculty, Staff, and Students. The cost is \$3.00 plus the shipping charge. Call for more information.

UCCS Bookstore

Course Materials Ordering Procedures

The Bookstore will send you or your department regular notices concerning book orders. Many departments have someone designated to collect this information or we will be happy to assist you.

In general textbook, requisitions are due to the Bookstore by the following dates:

March 15	For Summer Semester
April 15	For Fall Semester
October 15	For Spring Semester

Although these dates may fluctuate a bit, you can count on hearing from us before these deadlines.

By getting your textbook orders to us as early as possible, we can offer better service to your students. A lead time allows us the opportunity to research your needs, conduct used book buy backs from our students, if possible, and contact used book wholesalers before placing a final order to the new book publisher. One of the biggest complaints from students, concerning textbooks, is the price, and getting used books is one of the ways we can help. Early orders also allow us time to adjust for out-of-stock, out-of-prints, or other unforeseen problems. Realizing how difficult it is for your students to be without a book, the Bookstore is committed to having the right amount of books at the right time!

Give us as much information about the book or product as you can. This will help alleviate problems. Should there be any questions, we will contact you for further clarification or explanation. Communication is important and we promise to keep you up to date.

Quantity to order is a never-ending question. To order too many increases the cost of operation and ultimately the cost to the student. To order too few means some student or students may be without a book for some period. We depend on several pieces of information before ordering. The Book Division reviews historical information about the title, the course, and the instructor. The publisher, edition, availability, length of time the book has been used, and other bits of relative information are reviewed before a quantity decision is made and books are ordered. Because the number of people in a class rarely mirrors the number of books actually sold, quantity decisions are made carefully, and communication in the process is essential.

In the best interests of the students, the Bookstore will locate as many used books as possible. We will also try to have a few of any accompanying materials, such as study guides, available for student purchase. For the most part, books for any particular semester begin to be available about two weeks prior to semester beginning. As the Bookstore is often the first contact your student will have with your course or its materials, please do not hesitate to use us as a conduit for appropriate communication with your students.

Course Materials Ordering Procedures Cont...

The Bookstore is a resource available to you personally and professionally. We are happy to research special needs or answer any questions about texts or merchandise needed by your students in their academic careers. Please let us know if there are things we can do to assist you in your planning, or your students in their pursuit of an education.