

## WELCOME!

Welcome to UCCS! We are happy to have you on board, and we are pleased to assist you with anything that you need!

The UCCS Bookstore is dedicated to providing necessary items to the campus community including students, faculty, and staff. Our primary function is to provide essential services and materials for students to be successful in their courses. We provide course materials, supplies, spirit items such as clothing and gift, snacks, and much more! The Bookstore is University owned and operated, and supports the academic mission of the University. We employ UCCS students, and proceeds from the store are used to support UCCS scholarships, student clubs, academic departments, and other auxiliary services. All proceeds in excess of expenditures and renewal/replacement are returned to UCCS for student programs and services, which we are very proud of!

## MEET THE BOOKSTORE TEAM

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Please do not hesitate to contact us for anything that you need, we are happy to help!

#### TEXTBOOK ADOPTION INFORMATION

Fall Semester Adoption Deadline: March 1<sup>st</sup>

Spring Semester Adoption Deadline: October 1<sup>st</sup>

Summer Semester Adoption Deadline: March 1<sup>st</sup>

Winterim Semester Adoption Deadline: October 1<sup>st</sup>

As you know, turning in your textbook adoptions to the UCCS Bookstore is a very important step as a faculty member. By getting your textbook adoptions in to us no later than the deadlines listed, we can offer better service to our students as well as ensure we are in compliance with HEOA regulations. HEOA regulations require that students are made aware of the full cost of attendance. The regulations require that there is a central repository of the textbook information along with pricing posted by the start of registration, if possible. The time between our adoption deadlines and the beginning of the corresponding semester allows us the opportunity to research your needs, host book buybacks here at the store to bring used inventory of textbooks into the store, contact wholesalers and source books to provide the most cost effective options for the students; this time also allows us to offer the option of renting as many titles as we can to the students which is a significant reduction in student expenses. Unfortunately, problems with books do arise. The earlier adoptions arrive, the more time we have to discover these problems, and then work with you to create a solution. A few examples of these potential problems are old edition and out of print books. The older an edition, the more difficult it becomes to get copies here in the store through our vendors. Out of print books are often even more difficult. When these situations come up, we can work together to create a solution well before the beginning of classes (see "CUSTOM PUBLICATIONS & THE UCCS COPY CENTER section for more information). We can assure you that unless you've requested otherwise, or you are adopting a brand new book or custom edition, we will search nationwide for used books to sell in the store. We realize how difficult it is for yourselves and the students when their materials are unavailable!

In regards to the best interests of our students, determining whether a book is going to be required, recommended, or optional is an important faculty decision. We can also list items as alternate choice. For example, if there is a digital option for a required textbook, we can list it as an alternate choice.

When turning in your textbook adoptions, please give us as much information as possible about the book. The 13 digit ISBN number is the most important piece of information, as it changes based on each edition of a book, and therefore can tell us which edition you are requesting along with the author and title information. Should there be any questions regarding your adoptions, we will communicate those questions with you.

When placing orders for the books that you have adopted, we consider many factors. We review historical information in regards to past use and sales of each book, as well as general information about each book. We also keep an eye on current enrollments for each class and section to help our ordering process.

Please keep in mind that there are some students every semester that are required to buy their books and supplies here at the store, and have no option to look elsewhere. These students include the VA/VOC Rehab students and Financial Aid students. Since we are the only supplier for these students, please be sure to send us all of your textbook information each semester, even if you do not need us to order anything for your class as a whole.

If you are not adopting a textbook or any materials for your class, please be sure to notify us of that information as well. In response to pending legislation, we are making every attempt to track courses that make use of OER (Open Educational Resources). We fully support low/no cost course materials and desire to aid the campus in tracking the efforts in reducing course material costs as well as have a part in communicating this information to students. If you are making use of online articles, websites, videos, open access textbooks, etc. please let us know so we can accurately track the efforts on campus to reduce the cost of attendance for students.

If you are interested in your students have direct access to your course content through the LMS on or before the start of classes, please ask about a Day One Access option. More information on our Day One Access program is located here:

<http://www.uccsbookstore.com/ePOS?form=shared3/gm/merch.html&cat=86&store=634&design=634>

If you decide to cancel a book from your class, or decide to make the book optional rather than required, please let us know so that we can update our orders, shelf tags and website accordingly.

#### BOOK BUYBACK

The UCCS Bookstore proudly offers multiple book buybacks during the course of each year. Specific dates and times will be listed on the UCCS Bookstore website ([www.uccsbookstore.com](http://www.uccsbookstore.com)). Additionally, we will advertise at various other areas across campus such as posters, Commode Chronicles, social media, and digital ads. There is no “set” percentage of what any given student may receive from buyback because the books that are bought back are based on supply and demand. Wholesale companies come into our store and will buy for our store, as well as their warehouses. Each buy will have different parameters, so students are always welcome to bring in any books that they no longer need to see if they can be bought back.

#### CUSTOM PUBLICATIONS & THE UCCS COPY CENTER

The Bookstore and the Copy Center work closely together. The Copy Center is located right down the hall from the Bookstore, and are a great resource on campus. In the event that you have an old edition

or out of print book that you would like to use for class and we are unable to locate enough copies due to unavailability there is a possibility of securing copyright to create a custom packet printed on campus. You would need to determine the specific content necessary from the unavailable book based on your syllabus and contact a Book Division employee in the bookstore. They are partnered with a company called XanEdu, who has over 8 million permissions-cleared titles. If what you need is unavailable in their content, XanEdu can also work with the Copyright Clearance Center to obtain permissions, if applicable. Once the permissions for the materials that you need to teach with have been secured, a custom publication can be created so that you are able to follow your syllabus, and the materials are available to your students. The custom publication texts would be sold in the Bookstore, along with any other books that you may need for class, making the process very convenient for the students. Additionally, these custom pubs are printed locally at the Copy Center.

This service can also be utilized if you find that you are only teaching a few chapters out of a book, and do not need the majority of the textbook. We will work with XanEdu to create a custom publication to include only the chapters that you need to teach with. This helps to reduce costs for the students, and again, it is a convenient process!

#### SPECIAL ORDERS

We will special order for students as needed for items that are not currently in stock. This is handled on a case-by-case basis. The students just need to come in and speak with someone in the Book Division and we will be happy to assist.

#### ONLINE DEPARTMENT

Students may order anything that is on our website by setting up an account with the bookstore at [www.uccsbookstore.com](http://www.uccsbookstore.com). This includes textbooks! Over the past few years, the Online Department of the Bookstore has continually increased, and more and more students are utilizing the service to order their textbooks, as well as gift items, apparel, and supplies. We also have a price comparison tool allowing students to see options from various online sources as well as the bookstore's price for the item so they can easily see the lowest priced option for their textbooks and check out all in one spot from various vendors. For items the bookstore will fulfill, students can opt to pick up their order or have it shipped to them (free ground shipping for orders over \$80.00).

#### DISTANCE STUDENTS

There are students that enroll in the MBA program, and they are located all over the world. It is very important that these students can order their materials early so that they arrive in time for class. This is another reason that we request that you have your adoptions in as early as possible – our students' success is very important to everyone on this campus!

The Bookstore Team is here as a resource to you and our students. We are happy to assist with anything that you need! Please let us know if there is anything that we can do to help at any time. We look forward to working with you, and again, WELCOME TO UCCS!