

CAMERON UNIVERSITY

Instructional Materials Policy – University Bookstore

Policy Statement

To provide information to students, faculty, staff, and the public regarding the costs of instructional materials in accordance with Oklahoma State Statute (70 O.S., Section 3218.8).

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Who Should Know This Policy

- | | |
|---------------------|--------------------------------------|
| √ President | √ Faculty |
| √ Vice Presidents | √ Other Accounting/Finance Personnel |
| √ Deans | √ Students |
| √ Department Chairs | √ Other Groups |
| √ Directors | √ All Employees |
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Responsibilities

Responsible for Policy

University Officer Responsible
Ninette Carter

Vice President for Business and Finance

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided:

1.0 The University Bookstore shall:

- 1.1 Provide students with the option of purchasing instructional materials that are unbundled when possible, and disclose to faculty and staff the costs to students of purchasing instructional materials.
- 1.2 The University Bookstore will maintain a [website](#) explaining how the public may go to publisher's websites to learn how new editions vary from previous editions (the [free public website for locating publisher's web sites](#) is located at <http://www.booksinprint.com/bip/default.asp>).
- 1.3 Actively promote and publicize book buy-back programs. Information on [buy-back programs](#) is available at www.bkstr.com.
- 1.4 Disclose retail costs for instructional materials on a per-course basis to faculty and staff and make this information publicly available on the bookstore website.

Contacts

Policy Questions: George Woodward, University Bookstore, (580) 581-2375

Forms

In support of this policy, the following forms are included:

None

Policy History

Policy

Issue Date: October 24, 2007

Reviewed, no revision: February 2016

Revised: