College Credit Plus  
Textbook Procurement Guidelines for FY17

I. The CSCC Dual Enrollment Department will provide the Bookstore a list of courses to be offered at each District.

II. A spreadsheet will be sent to the District partner to include the adopted textbook information per course to include title, author, ISBN, publisher, edition, and copyright year. The District partner will identify if they shall obtain textbooks from the College. The District will include the primary contact and ship to location for distribution of textbooks. The District will identify the maximum estimated number of students by courses offered at the Districts. If the District has book inventory that can be used for courses, the District will record these inventory quantities. This information will be sent to the Columbus State Bookstore at ccplusbooks@cscc.edu by the designated dates listed below.

**DEADLINE DATES TO SUBMIT ESTIMATED NUMBER OF STUDENTS BY COURSE**

- **Autumn Semester 2016 – May 6, 2016**
- **Spring Semester 2017 – September 30, 2016**

III. The Columbus State Bookstore will process and procure all textbooks per the request from each District.

IV. A copy of the confirmed book shipment will be communicated to the districts by July 15, 2016 for Autumn Semester 2016 and by December 2, 2016 for Spring Semester 2017.

V. Autumn Semester 2016 books will be delivered to designated District location the week of July 25 -29, 2016. Spring semester 2017 books will be delivered the week of December 5 – 9, 2016.

   a. This will allow three (3) weeks for the Districts to process and distribute textbooks to all students enrolled in this program by the first day of classes.
   b. District will need to schedule staffing to receive the book shipments.
   c. A school representative needs to check the order for accuracy confirming titles and quantities.
   d. Any shipment discrepancies should be communicated as soon as possible to the Columbus State Bookstore at ccplusbooks@cscc.edu. The Bookstore will reconcile the discrepancy and correct the issue.

VI. If class sections are added late and there are not enough books to cover student enrollment for classes being taught at the Districts, it will be the Districts responsibility to contact the Bookstore to request additional books. **The deadline to submit these requests is August 22, 2016 for Autumn Semester and January 9, 2017 for Spring Semester.** Please contact the Columbus State Bookstore at ccplusbooks@cscc.edu.
VII. Columbus State will invoice the District for the books each semester approximately six weeks after the start of the first day of classes. The college will honor a 15% discount off the new and used retail price for textbooks in FY 2016-2017. The College’s 2015-2016 appropriation for College Credit Plus textbooks shall be used to pay textbooks shipping cost to offset this additional expense for the District. Shipping cost will include procurement of books from Publishers to Columbus State, shipment of books from Columbus State to the District, and shipping cost for book mail orders for on-campus/online students.

VIII. To maintain affordability, the District should collect the books from students at the end of each semester and reuse for upcoming terms. If a book cannot be reused because of a one-time use access code or a lab book, the Bookstore will notify the District.

IX. The District will submit a vendor registration form to the College to facilitate resale/buyback. The District may return any or all of the Participants (students) textbooks to Columbus State for consideration in the resale/buyback process. In May, the Bookstore will send a communication to the District to advise which books have been adopted for the autumn semester and will assist with the resale/buyback of eligible books. At the end of the academic year, the College will calculate the amount each District will realize pursuant to textbook resale/buyback and will send a check to the District for that amount.

Book Process for On-Campus and Online Students
Students that are taking classes on Columbus State’s Columbus Campus, Delaware Campus, or Regional Learning Centers for FY17 (Summer Semester 2016, Autumn Semester 2016, and Spring Semester 2017) will be set-up on an electronic voucher account to obtain books at the Columbus State Bookstore, located at 283 Cleveland Avenue, Columbus.

a. Columbus State will invoice the District for books for all students enrolled in these classes from your District. The Columbus State Bookstore will honor a discount of 15% off the new and used retail price for textbooks for FY17. Participants (students) who obtain their textbooks directly from the Columbus State Bookstore will return those books to the College Bookstore. Any resale/buyback funds from these textbooks will be added to the 2015-2016 appropriation for College Credit Plus textbooks to be used for shipping costs.

The textbook procurement guidelines represents an understanding between the districts and Columbus State Community College.

If you need assistance with the book process or have questions please send an email to ccplusbooks@csc.edu or contact Stacey Mulinex, Bookstore Director at 614-287-5128 or Phil Sanders, Textbook Supervisor at 614-287-5127.

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