

COLUMBUS STATE

COMMUNITY COLLEGE

Addendum A

College Credit Plus FY19 Textbook Procurement Guidelines for On-Site Classes at a School District Location

- I. The CSCC College Credit Plus Curriculum Office will provide the Bookstore a list of courses to be offered at each School District.
- II. A spreadsheet will be sent to the School District partner to include the adopted textbook information per course to include title, author, ISBN, publisher, and edition. 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 and identify the maximum estimated number of students by course 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@csc.edu by the designated dates listed below.

DEADLINE DATES TO SUBMIT ESTIMATED NUMBER OF STUDENTS BY COURSE

**Autumn Semester 2018 – June 1, 2018
Spring Semester 2019 – October 19, 2018**

- 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 27, 2018 for Autumn Semester 2018 and by December 3, 2018 for Spring Semester 2019.
- V. Autumn Semester 2018 books will be delivered to designated District location August 6 – 10, 2018. Spring semester 2019 books will be delivered December 10 – 14, 2018.
 - a. This will allow approximately three (3) weeks for the District 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@csc.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 District, it will be the District's responsibility to contact the Bookstore to request additional books. **The deadline to submit these requests is August 20, 2018 for Autumn Semester and January 7, 2019 for Spring Semester.** Please contact the Columbus State Bookstore at ccplusbooks@csc.edu to request additional books.

- VII. Columbus State will invoice the District for the books each semester, approximately the tenth week of the semester. The college will honor a 10% discount off the new and used retail price for textbooks unless there is a special pricing model established with a Publisher in an effort to provide additional cost savings. The cost of the textbook includes all shipping costs to procure 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 it is a lab book or contains a one-time use access code, the Bookstore will notify the District.
- IX. The District may return any or all of the Participants' (students') textbooks to Columbus State for consideration in the resale/buyback process. 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 – MOU Required for FY19 to Participate

Students that are taking classes on Columbus State's Columbus Campus, Delaware Campus, or Regional Learning Centers for FY19 (Summer Semester 2018, Autumn Semester 2018, and Spring Semester 2019) will be set-up on an electronic voucher account to obtain books at the Columbus State Bookstore in person at 283 Cleveland Avenue or online at bookstore.csc.edu.

Columbus State will invoice the District for books for all students enrolled in these classes from your District. The Columbus State Bookstore will honor the same pricing model as described in VII.

Participants (students) who obtain their textbooks from the College Bookstore for online and on-campus classes will return those textbooks to the District.

The Textbook Procurement Guidelines represent 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 ceplusbooks@csc.edu or contact Phil Sanders, Textbook Supervisor, at 614-287-5127 or Stacey Mulinex, Bookstore Director, at 614-287-5128.

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