

COLUMBUS STATE

COMMUNITY COLLEGE

Addendum A

College Credit Plus FY20 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 2019 – May 31, 2019
Spring Semester 2020 – November 1, 2019**

- 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 August 2, 2019 for Autumn Semester 2019 and by December 4, 2019 for Spring Semester 2020.
- V. Autumn Semester 2019 books will be delivered to designated District location August 5 – 9, 2019. Spring Semester 2020 books will be delivered December 9 – 13, 2019.
 - 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 verify 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. 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 print books. The discount is not applicable to course materials in an eBook or Instant Access format. Shipping costs to procure books from Publishers to Columbus State and shipments of books from Columbus State to the School District will be covered by Columbus State for the FY 2019-2020.
- VIII. To maintain affordability, the District should collect the books from students at the end of each semester and reuse for upcoming terms. 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 – Book Process MOU Required for FY20 to Participate

- I. Students that are taking classes on Columbus State's Columbus Campus, Delaware Campus, or Regional Learning Centers for FY20 (Summer Semester 2019, Autumn Semester 2019, and Spring Semester 2020) 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. The mail order shipping costs for on campus and online students will no longer be paid for by Columbus State, this cost will become the responsibility of the District.
- II. 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. Invoicing for participants (students) in our late-start or B-term courses may take place in the following semester.
- III. Participants (students) who obtain their textbooks from the College Bookstore for online and on-campus classes will return those textbooks to the District. The School District may elect to have the Columbus State Bookstore collect the books for online and on campus classes per the CC+ School District Book Process MOU. There will be a 10% transaction fee for the book collection process. The 10% fee will be deducted from the total value of the buyback. The balance will be sent in the form of a check to the School District.
- IV. 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 ccplusbooks@csc.edu or contact Phil Sanders, Bookstore Assistant Director, at 614-287-5127 or Stacey Mulinex, Bookstore Director, at 614-287-5128.

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