

## **GUIDELINES FOR BOOK RETURNS/DISPOSITION**

The Bookstore will make book returns to publishers three times per year approximately six weeks following the beginning of the fall and winter term, and after summer semester.

1. The Bookstore will request from Academic Deans, the Dean of Corporate and Community Services, and Siena Heights a list of all titles being discontinued due to course cancellations, infrequent usage, changes in titles, pending revisions, etc. A standard form will be used for this purpose and will be furnished by the Bookstore.
2. The above areas will submit a signed list on or before the deadline specified by the Bookstore. Instructors should notify students that the books are being returned to the publisher and that anyone without a copy should obtain it immediately.
3. Returns will be processed by the Bookstore in accordance with publisher's return policies. Transportation must be prepaid, and, if reasonable, will be charged against the Bookstore as an operating expense. Transportation for excessive returns may be charged to the Division.
4. The book title(s) and number of copies which cannot be returned to the publisher because the return period has expired will be communicated to the Academic Dean. The decision regarding the continued use of the text(s) will be made within the Division. The following considerations may be helpful in the decision-making process:
  - a. It may be necessary to place a supplemental order to meet the requirements of a specific term or class; and frequently, a return can be made against the current order (quantity returned cannot exceed the number of copies ordered and must be within the percent limitation, if any).
  - b. Occasionally, the Division may choose to dispose of the books by transferring the cost to their instructional materials account.