

## COMMON MYTHS AND FACTS

### ABOUT ORDERING TEXTBOOK AND OTHER COURSE MATERIALS

#### MYTH

- I should get my information/requisition in by the deadline even if it is not correct, and fix it later.
- If I request textbooks/materials from the bookstore, students will not be able to buy from another source.
- If I “request” textbooks/materials that students don’t purchase at the bookstore, my department is responsible for the cost of the books.
- The buyers know what I want and will take care of it for me.
- If I am unsure about the course materials, it is better to just get something in and change it later.

#### FACT

- Textbook information should be accurate when submitted. Once it is posted on the online schedule, students will start to purchase.
- The bookstore makes books available as a convenience for students. The name, author and ISBN are provided to the student on the online schedule and students can purchase anywhere.
- Departments are not responsible for absorbing the cost of textbooks/materials that do not sell.
- Bookstore staff will no longer accept “personal” orders. All orders must be submitted through the online requisition/information system so that we can provide timely information to students as required by law.
- Do not submit information that is not accurate. Students who may have already purchased books will be upset or may not even know there was a change.