

# Cabrillo College Bookstore

## Frequently Asked Text Questions

January, 2005

Dear Faculty Member,

As I promised in my "Text Buyer's Report to Faculty" this is the first in a series of questions and answers to help you better understand the textbook acquisition process.

### **1. Why is it so important that I turn my book requisition on time?**

- a. Late requisitions may cause books to arrive after the beginning of the semester.
- b. Late requisitions may cause books to be returned to the publisher from the previous semester and then immediately reordered for the next semester. This results in **triple** the freight charges.
- c. Late requisitions may not allow us to buy books back from students for our own resale. This significantly reduces the amount our students receive for their books (50%-80%) and increases our freight cost for used texts.
- d. Late requisitions may not allow us to buy used books from wholesalers. A used book represents a 25% decrease in cost for the student who prefers used books.
- e. Late requisitions represent significant additional costs to the bookstore for individual ordering, freight and handling.

### **2. Publisher's regularly offer me packages (bundles) of supplementary material for use with my textbook. How do my decisions affect the cost for my students?**

- a. Our goal should be to maximize value for the student. Given that, faculty should only specify as "required" on their requisition what students will have to use to pass the class. If a CD or study guide is helpful but **not** specifically used in class it should be "optional" whether it is available in a package or not.
- b. If auxiliary material is going to be used in class than a package may be the least expensive approach. Auxiliary material is often included with little or no increase in price as compared to just the book alone.

However, packages are generally not available from the used book market which means students pay 25% more. If a package contains consumable items (write in workbooks etc.) we generally cannot buy back the package from the student for our own resale. This typically reduces the amount of money paid to the student for selling back their book by a significant percentage. It also reduces the number of used books available for future students.

c. If auxiliary material is not specifically used in class we would recommend that the auxiliary material be designated as optional. We will order 10-20% of the enrollment listed for the optional items. This will allow us to order used copies of the basic text for which the students pay 25% less than new. It will also allow us to buy back the texts at the best possible price for the students (50% of new price for books being reused the following semester).

An alternative (particularly if the supplementary material is not available separately) is to offer the students a choice. The first choice would be the package with auxiliary material which would all be new from the publisher. The second choice would be the book alone which would all be used from either our own buyback or wholesalers. This allows the student who wants the extra material to receive it for about the same cost as the new book alone and for those where cost is the primary concern used books would be available.

d. You will need to review your requisition carefully to be sure you are ordering only what you want.

If you have any questions or comments, please let me know. Also, if there are any issues you would like me to address in the future please pass them along

Thanks,

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