

Cabrillo College Bookstore

Text Buyer's Report to Faculty

March 4, 2005

Dear Faculty Member,

Welcome to the second edition.

I am delighted to report a significant improvement in on time return of requisitions for the spring semester! We received 76% of requisitions on time and 41% of those were early. This compares with 64% on time and almost no early submissions for the fall semester. The timely submissions made my job easier and my communications with you more effective but they also very directly benefited our students. Both our own buyback and our external purchases of used books increased substantially. While there are many factors involved, the foundation of both of these increases was having the requisitions in on time.

Our end-of-fall buyback was 40% larger than we have ever done before. This translates into an additional \$40,000 we paid out to our students. In addition to more complete book lists due to better return of requisitions we substantially increased advertising and reduced lines. Our new advertising included eight foot banners on the pedestrian bridge over Soquel and bright lawn signs throughout campus. To reduce the lines and wait time we installed a third terminal at the text counter. To my observation we only had lines for one third of the time and the lines never exceeded one third of the length experienced previously. 27.3% of the books sold for spring semester 2005 were "used" (on a dollar basis). This compares with 18.6% of the books sold in the spring of 2004 and represents almost a 47.6% increase.

We stocked approximately 850 titles for 1000+/- sections. For requisitions that were received on time 100% of books were in stock before the first day of class. 97.5 % of books for which requisitions were received late were in stock before the first day of class. Again, I want to thank all of you who turned in your requisitions on time. As noted above it is a significant benefit to both the book buying process and the students.

As I am sure most of you are aware the requisition process for summer and fall semesters has already begun. The requisitions have been delivered to the Division Offices. Summer semester requisitions are due back to the Division Offices on March 4, and fall semester on March 18. We intend to send you a listing of the data entered from your requisition as we did for spring semester. This output will show what we will be ordering for your class. Please review this information to insure that we are ordering what you want. In case you haven't seen the output form we have put a sample on the back of this page.

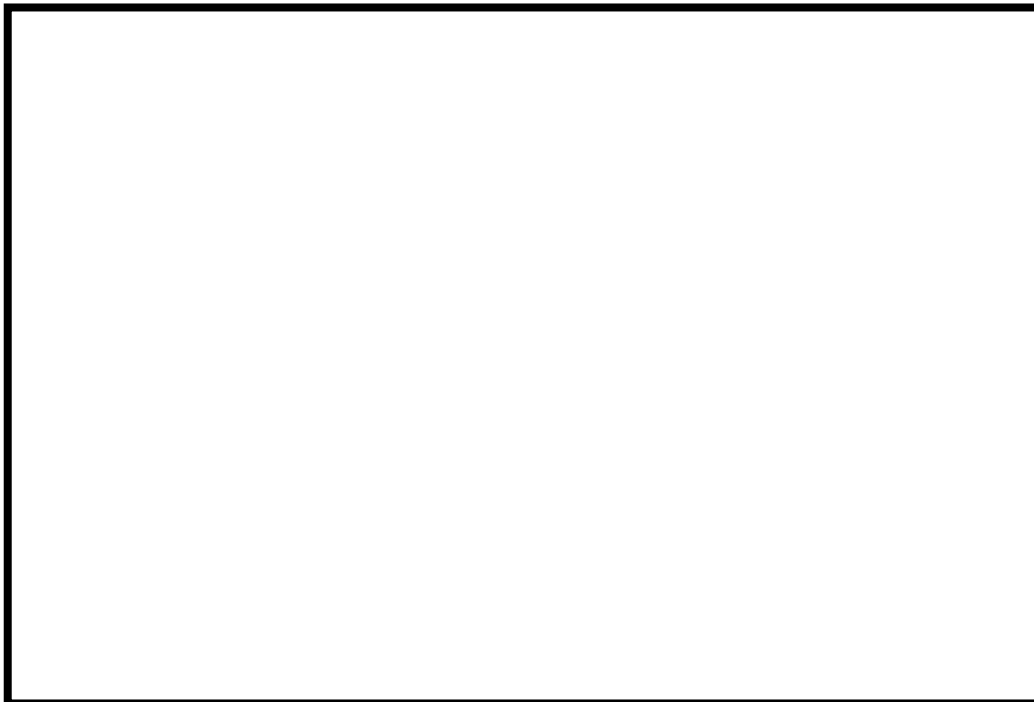
I sent the first “Frequently Asked Text Questions” out at the beginning of the semester covering packages and timely requisitions. The next couple of topics I plan to cover are: Old versus new editions? Why doesn’t our order quantity always match the estimated enrollment on the requisition? If there are other questions you would like me to address please let me know.

I have enjoyed the chance to meet many of you and look forward to the opportunity of meeting more. On behalf of myself and the students I want to thank you for your efforts to help us address the complex issue of textbook cost. The more I have the pleasure of working with the IDAs who assist with textbooks the more impressed I am. We all benefit from their dedication and support. Please feel free to contact me if there is anything we can do to assist you with the textbook process.

If you have any questions or comments, please let me know.

Thanks,

Steve Miner
Text Buyer
(831) 479-5756
stminer@cabrillo.edu



Correction: September 24, 2004 ‘Text Buyer’s Report to Faculty’ “81,000 books” should have been “27,838 books”.