MEMORANDUM

To: Faculty

From: Michele Ciccazzo, Interim Vice Provost for Academic Affairs

Date: March 1, 2010

Re: Summer Textbook Ordering

It is imperative that faculty members submit their Summer textbook orders to the Bookstore by March 12. This Spring FIU’s Board of Trustees passed a “Regulation on Textbook Affordability” which mandates that within 45 days of the beginning of each term faculty members must submit a list of required instructional materials to the University Bookstore for all classes requiring the purchase of such materials.

The Regulation is designed to comport with State Law which requires that within 30 days prior to the beginning of the semester students be able to review a list of all required textbooks for their courses. At FIU we have elected to provide the information for our students on the website of our University Bookstore. While in the registering system, students can link to the textbooks and to see what materials are required, how much they cost, and other relevant information.

This service is useful to students at the time of registration only if faculty members have submitted their textbook orders to the Bookstore in a timely fashion. Ideally the students should be able to review the list of required instructional materials prior to the beginning of the Official Registration Period, which for Summer 2010 begins on April 1. The BOT Regulation requires that when textbooks cannot be ordered within this time frame, written explanations must be provided to the appropriate dean’s office, and such orders should be completed as quickly as possible.

Timely book ordering is important not only for students as they select courses, it also is important for the Bookstore’s “buy-back” program. When the Bookstore does not know what the text orders are for Summer, it must offer students who wish to sell their books back a significantly lower price than possible when they know there will be an on-campus market for the used books. The ability to both sell and buy used books is a significant element in lowering textbook costs for our students. Since our bookstore is a net importer of used textbooks (only a bit more than a third of the used books it sells come from buy-backs from our students), timely text ordering by faculty members can make a substantial difference for our students!

Textbook orders may be submitted to the Modesto Maidique Campus Bookstore website or to the Biscayne Bay Campus Bookstore website.