



Librairie
McGill
 Bookstore

Textbooks
Faculty
Guide

Dear Faculty Member

The Course Materials Department at the McGill University Bookstore believes that providing you and your students with effective learning materials is the most important service we offer. This guide presents essential information about ordering course materials to ensure that your students will have the necessary resources available to succeed.

The goal of the McGill University Bookstore is to have all course materials in stock before the start of classes for each semester

Course materials are available in many formats including CD-ROM or web-based delivery. There have also been changes in the format and packaging of traditional textbooks. We are here to help you sort through the numerous options while ensuring fair prices and product availability.

Communication is key. It is important in this time of change for us to be aware of your programs and teaching requirements so that we can meet your needs.

The McGill University Bookstore appreciates your partnership in meeting both the academic mission of the University the students expectations with respect to pricing and availability of course materials. We welcome your input to help us succeed in reaching your goals. Together, we can improve availability, cost and perception of the value of your courses and teaching materials.

Barry Schmidt
 General Manager
 McGill University Bookstore

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Course Materials Department:

Frequently Asked Questions

When are course materials orders due?

The Bookstore has a revolving schedule for when orders are due:

- Used book deadline April 1
- Fall semester June 15
- Winter semester October 15
- Summer sessions March 15

Please notify the Course Materials Department for assistance in placing an online textbook adoption or if any of the following occur:

- Enrolment changes
- Course cancellations
- Textbook information changes

Major textbook publishers supply a worldwide market. Delivery of textbooks may take six weeks or more if the books are printed overseas or are in demand. Late textbook requests may encounter out-of-stock conditions at the publishing company, further delaying arrival. Late textbook information should be sent to the Course Materials Department as soon as it becomes available.

How can I help students save money?

An easy way for students to save 25% on their textbooks is to have plenty of used books available. Receiving textbook requests early also allows the Bookstore to buy used books directly from students rather than wholesalers (if they are available). When a student sells their textbooks to the bookstore they generally receive 50% of the retail price of a new book.

If students are able to both sell their used

How do I place a book order?

In addition our printed requisition form it is now possible to submit your textbook orders using our on-line order form.

This form may be completed on-line at the Bookstore's website at www.mcgill.ca/bookstore and simply e-mailed to the Bookstore. Alternatively it may be downloaded, completed off-line and be either faxed, mailed or delivered in person to the Bookstore.

Be sure to include all the necessary information on the form.

Should you have an addition or a change to make on an order you have already submitted, you may do that over the phone or by e-mail.

If a textbook has been requested with a particular ISBN because it offers a "free" web access code or a "free" study aid, we may not be able to buy used copies from either the students or wholesalers. If these optional "freebies" are not necessary for course success, please include that information when ordering the book. Always keep in mind that we order ONLY what you have requested.

If you have any questions at all about placing your Course Materials orders, please do not hesitate to call any member of the Course Materials team. Their co-ordinates are provided at the end of this guide.

textbooks and then buy used textbooks for their courses, their overall investment in textbooks is significantly reduced.

Late requests do not allow us to easily pursue the option of used books.

Is it possible for students to access used books when there is a new edition?

Textbooks change editions approximately every three years, often with only minor differences. Allowing an older edition to be used where practical will maintain the value of used books to students. If we know sufficiently far in advance that used books are allowed, we may be able to obtain special prices for the older edition, thereby helping to keep overall textbook costs down for students

If we cannot obtain sufficient copies of the older edition, we may have to purchase the new edition from publishers. Students may therefore arrive at class with a mixture of editions. Please indicate if the new edition of the textbook is required.

Why do you request the textbook orders so far in advance?

Ordering early ensures that course materials are available at the start of classes. The procedure for textbook ordering requires many hours of data entry, research, follow-up, and physical processing. We verify that all information on each request is correct. Any differences are discussed with the instructor or department liaison.

We attempt to locate as many used books as possible. The sooner a request is submitted, the better chance we will have of locating used copies from wholesalers around the country. A submitted request can increase the amount paid at buyback to students; value is determined by need.

Why was my book ordered so much later than when I originally submitted it?

There are many steps to go through before a book is actually ordered from a publisher. It would be inefficient, both time-wise and financially, to place separate orders with the same vendor for each faculty order as they are submitted.

Orders are batched and submitted to the appropriate publishers/suppliers on a weekly basis. At this point, problems typically arise requiring additional research and follow-up to try and resolve them. Publishers buy, sell and change titles, go out of business, change location, and merge with one another all the time. Sometimes it is quite difficult to find the answers we need to expedite an order.

Another issue that creates a delay between the submissions of a faculty order and the actual placement of the order is that we try to get as many copies of a title as we can from buyback and used book wholesalers.

Why doesn't The Bookstore order 100% of my class enrolment?

Course history indicates that not every student will purchase required materials. Some students share materials; based on the instructor's attitude toward course materials. Other students do not buy any of the materials. Students may shop at a variety of retailers including online bookstores.

Why don't students buy "required" materials?

This question is posed every semester by faculty, instructors, bookstores, and publishers. Costs of course materials have

been one of the main concerns for many years. Surveys have shown that a student's perception of value is directly related to their perception of instructor use of the text. If the "required" course materials are not used in a way that students perceive as valuable, then not purchasing these materials is perceived by the student as the easiest way to save money.

How do I find out if my books are in stock?

To find out if your books are in stock, please e-mail or telephone the Course Materials Department. Our co-ordinates are at the end of this guide.

Why does The Bookstore have to return course materials?

Most publishers and distributors require bookstores to pay for course materials within 30 days of receipt. The Bookstore remains self-sustaining by being fiscally responsible to the University. Unsold materials need to be paid for within the time frame allotted, unless they are returned to the respective publisher or distributor. Returning unsold materials allows our business to function responsibly.

When does The Bookstore have to return course materials?

The Bookstore begins returning books approximately four weeks into the semester. The industry has found that the majority of students who intend to buy the necessary materials will have done so by this time. There are always exceptions to the rule. Any exceptions should be noted on your request; for example, "Book will not be needed until..." We also send an e-mail to all academic staff about two weeks before returns start so that they can advise their students when the Bookstore will start returning texts

How do I get desk copies and/or teaching aids?

Obtaining desk copies is the responsibility of the instructor or department. Our staff can provide phone or fax numbers for respective publishers, distributors or their representatives. A few publishers may charge a nominal fee for supplying a desk copy. Any fees are the responsibility of the instructor or department.

Course materials are expensive. Where do my textbook dollars go?

The Bookstore sells textbooks at the publisher's recommended retail price.



Textbooks can be expensive but they are also expensive to produce. The image of the Canadian dollar shows how your text dollars are spent. For every dollar you spend the bookstore pays nearly 80 cents to the publisher. Almost 14 cents goes to cover the Bookstore's operating expenses. The small surplus that the Bookstore generates is returned to the University

*based on financial data gathered by the Association of American Publishers and the National Association of College Stores.

The Bookstore Lexicon

Required Textbook:

When a book is adopted for use in a course, its use is critical to the success of the students in the course. The portion of the book used normally ranges between 50% and 100%. Students should be encouraged by the instructor to use the required textbook in order to achieve success in the course.

Optional or Recommended Textbook:

When the contents of the book are complementary to the course content, the book may be recommended as optional. Students should be notified by the instructor of the usefulness of the optional book as a reference tool.

Companion Materials:

Companion materials vary in their perceived value. A number of instructors design or arrange coursepacks that are intended as an integral part of the required course materials. In other cases, companion materials may be pre-packaged with the textbook with or without the instructor's or Bookstore's knowledge. Survey results indicate that less than 20% of students find these bundled materials useful. In the latter case, students will have difficulty utilizing used book markets and will generally avoid purchasing materials without a strong endorsement from the instructor. Please indicate if companion materials are Required, Optional or Not Necessary.

Expected Enrolment Figure:

This is an estimate of the number of students who will participate in the course. It can be derived from two sources: last year's enrolment figure and the maximum capacity number for the course.

New Editions:

Textbooks change editions approximately every three years, often with only minor differences. Allowing an older edition to be used where practical, will maintain the value of used books to students. We cannot purchase previous editions from publishers; therefore, students will arrive at class with a mixture of editions. Please indicate if the new edition of the textbook is required.

Used Book List Deadline:

We begin to formulate the used book list on April 1. The sourcing of used books is critical to provide students with required course materials at the lowest possible price. Our list is compiled from repeat adoptions of textbooks, which have been used in the past and will be used again in the next year/term. We are competing with other university bookstores to access a very limited used book market, so any information regarding repeat adoptions is greatly appreciated.

Textbook Deadline:

This is the date when your textbook adoptions should be submitted to the Course Materials Department. The deadlines are

- June 15 for fall/full term courses
- October 15 for winter term courses.

The Publisher's Lexicon

NYP = "Not Yet Published": Book/edition is not yet available.

NOP = "Not Our Publication": Book/edition is not available from the chosen publisher.

NCR = "No Canadian Rights": Publisher does not have rights to sell the desired book/edition in Canada.

OS = "Out of Stock": Book/edition is temporarily unavailable.

OSI = "Out of Stock Indefinitely": Book/edition is unavailable and unlikely to be available in the future.

OP = "Out of Print": Book/edition is unavailable and will not be available in the future.

NEIP = "New Edition In Preparation": New edition is being printed. In this situation, the current edition may or may not be available.

General Books

The Bookstore offers an extensive selection of academic, literary and general interest titles . Of particular interest is our Academic Reference collection, which has a wide range of titles to enhance your professional library. The Bookstore welcomes your suggestions for suitable titles.

We are here to provide you with the best in reading material for professional, personal or gift giving purposes.



BOOKS THAT MATTER

By the end of this year, over 100,000 books will have been published worldwide and we would like to help you cut through the clutter and discover the books that matter to you. This program will bring to your attention the best books in your area of interest. All you have to do is go to our web site www.mcgill.ca/bookstore, click on **Books That Matter** and sign up for periodic notifications on new books of interest to you.

Special Orders

We welcome special orders for any book in print and offer free delivery service to your campus office Monday to Friday. If you want to inquire about the availability of a particular title, simply go to our web site at www.mcgill.ca/bookstore and complete the online inquiry form and return it by e-mail to the bookstore

Faculty Authors

Please keep us informed of your current or future publications. We will try to display these titles in our Faculty Authors store display .

Special Events

Throughout the year we host author events as an enhancement to the academic environment of the University. David Suzuki, Karen Armstrong, Richard Pound and Oliver Sachs are some of the authors who have participated in our series. We can support your conferences with book displays and publicity support.

Details of book sales, author events and more are published on our web site at www.mcgill.ca/bookstore

General Merchandise

Technical Course Aids

We offer a wide range of items that are recommended for use in several courses. By defining your technical course requirements, our buyers can help you choose the appropriate products with the best value. To place your order, provide us with your item specifications on the Course Materials Adoption form online at www.mcgill.ca/bookstore.

Technical Course Products Checklist

- | | |
|--|--|
| <input type="checkbox"/> Lab books | <input type="checkbox"/> Periodic tables |
| <input type="checkbox"/> Lab coats | <input type="checkbox"/> Safety glasses |
| <input type="checkbox"/> Anatomical charts | <input type="checkbox"/> Calculators |
| <input type="checkbox"/> Dissecting kits | <input type="checkbox"/> Clipboards |
| <input type="checkbox"/> Molecular kits | |

Office Supplies and Custom Orders

The Bookstore carries a full range of stationery and other office supplies. From binders to notepads, you can have almost anything personalized for your department.

Clothing and Insignia Products and Custom Orders

The Bookstore carries a large range of McGill clothing and Insignia products. These can be personalized to give your department a unique identity.

McGill Computer Store

Located on the 2nd Floor level of the Bookstore, the McGill Computer Store serves the computing needs of the campus community.

Services

As an educational reseller of computer merchandise, we carry brand name computers, printers, software and supplies at very competitive prices. Our product line includes merchandise by Apple, Lenovo, Toshiba, Hewlett Packard, Microsoft, Adobe, Epson and more.

Staff Directory

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