

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**3800 - BOOKSTORE POLICY AND PROCEDURES**

1. All texts and other books and materials required for classroom use in any college or academic division of the university will be ordered only through the Old Dominion University Bookstore.
2. The following textbook ordering procedure will be followed:
  - a. The Old Dominion University Bookstore will provide appropriate forms for book adoptions to department chairs. The chairs will obtain information on textbooks and materials to be adopted from the faculty. All books and materials must be specified on the designated form and returned to the University Bookstore by the stated deadline.
  - b. The forms must be completed giving information relative to estimated enrollments, author and title of book, publisher, edition and date of publication, department name, course number, section number, book class use status, instructor, whether it is anticipated the text will be adopted in subsequent semesters, whether hardback or softback, and ISBN number, if available. If there is to be no text adoption, this should be indicated and the form returned by the designated date.
  - c. All book adoption forms must be sent by the faculty to their department chairs for their signature and forwarding to the Old Dominion University Bookstore.
  - d. Desired deadline for adoption information varies by session:  
  
Fall Semester - Two weeks prior to spring semester exam week  
Spring Semester - Twelve weeks prior to the beginning of the spring semester  
Summer Semester - Seven weeks prior to the beginning of the first summer session
3. Responsibility for enforcement of these procedures shall rest with the department chair and the dean. The manager of the bookstore will inform the dean of difficulties encountered with individual departmental orders.
4. Required books and materials shall be given first priority in both space and funds. The director of university stores shall order, as space and funds permit, a reasonable number of books or other materials which faculty wish to recommend for their classes but are not required.
5. **In order to comply with the Freedom of Information Act (FOIA), one copy of all textbook orders should be submitted to the bookstore manager to be forwarded to the assistant vice president for auxiliary services.**

**Responsibility:** Deans and Department Chairs

**Authorization:** Roseann Runte, President

**Date:** October, 1982; Revised March 1, 2001