



ESU FACULTY HANDBOOK

This handbook is designed to provide you, the faculty, with information about the variety of services offered by The University Store. The information listed on the following pages will help enable you to utilize our services to the optimum efficiency, and by doing so, will provide our students with the quality education East Stroudsburg University has been dedicated to since 1893. As we continue to be an excellent university store, we welcome your comments and suggestions. We are here to help meet your bookstore needs.

REQUISITIONS

Textbook orders should be placed via our website at www.esubookstore.com by pressing the faculty tab on the bottom and proceeding with the instructions.

Textbook orders are due each year in early **March** for Fall classes and early **October** for Spring classes. *Your timely orders help us to ensure that your books will arrive on time. We notify you if there are newer editions or out of print titles. In the case of out of print books, we can sometimes obtain copyright permission to copy those items for your class, provided we have enough time.*

Even if you will not require a textbook, we need written acknowledgement from you so that we can add your class to the “No Text” list.

QUANTITY DETERMINATION

In determining how many course books to provide, our goal is to have a book for every student who wants one. We understand that running out of a course book creates a difficulty for you and your students. We determine our order quantities based on sales history, enrollments, copyright year and level of the course so occasionally we do reduce book orders. If you become aware that your actual enrollments exceed the estimated enrollment on your requisition or there is an added section, please let us know that extra copies are needed. Please let us know as well if a class is cancelled.

DESK COPIES

Most publishers will provide a free desk copy to faculty members who have adopted their course book who have adopted their course book for a class. To obtain desk copies, please contact the publisher directly. The department secretary should have the contact phone numbers or The University Store will gladly provide you with this information. If a copy of the text is needed prior to you receiving your desk copy, you may purchase a copy from The University Store. When your desk copy arrives, return the book for a full refund within the first 30 days of the start of class.

BOOK RETURNS

Books must be returned approximately 60 days into the semester. Your prompt book orders prevent us from returning books that will be reordered. *We appreciate if you are considering a bundle/value pack that you please keep us informed **since books bought separately are often less expensive and the students get 50% of the new price during finals week buyback if used again.** Please do not switch books after finals week Buyback! (i.e. NO Fall book changes after April; No Summer/Spring changes after November)*

BOOK RETURNS & BUY BACK

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We operate a buy back at the end of each semester and students are offered 50% of the new price of a text if that particular book is to be used again the following semester. Our early adoption dates ensure that the students will be able to sell back as many books as possible. Additionally, we provide daily buy back throughout the year at the main checkout.

REQUIRED SUPPLIES

We also provide non-book items for classes such as goggles, art supplies, lab notebooks, dissection kits and transparencies. Requests for these items should be submitted to our Merchandise buyer.

GENERAL BOOKS

The University Store has a General Book Department featuring children's books, teaching aids, test preparation guides as well as general fiction and best sellers. We will be glad to special order any book that is in print. Our revised Literary Passport program allows you to earn University Store gift cards with all General books purchased.

The University Store
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