

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Auxiliary Services Policy FO-AUX-02
University Bookstore

The University Bookstore shall work with and solicit from the University's faculty information pertaining to textbooks and other course materials. The University Bookstore is the exclusive buyer/seller for all course materials purchased by students (per SHSU contract). Departments, divisions, or employees of Sam Houston State University are prohibited from buying the course materials and sell them to students.

Textbook/Course Materials

Faculty or authorized department designees must provide the Bookstore Manager with their course materials by the following deadlines:

- On or before October 1 for the spring semester
- On or before March 1 for the summer semester
- On or before April 1 for the fall semester

Textbooks will be available for sale by the first day of class and for an average of 8 weeks after.

Course Packs – University Bookstore will provide custom course pack publishing services for Sam Houston State University

- Development of course pack for faculty members
- Securing copyright clearances
- Printing/binding/distribution
- Sale of course packs in the bookstore

Discounts:

- Faculty and staff – 10% discount on all logo merchandise available at the Bookstore
- Departmental Purchases – 20% discount on all authorized departmental purchases

Other Related Policies: Texas State University System, Chapter V, Sections 4.84 and 4.85

Reviewed by: Dr. Kristy Vienne, AVP, Auxiliary Services, Finance & Operations
 Dr. Carlos Hernandez, Vice President for Finance & Operations

Review Date: March 10, 2020
Next Review: August 2025