

## Textbook Requisition Survey

1. How is your campus academic year scheduled?  
Quarters: 25  
Semesters: 10  
Trimesters: 0
2. Approximately, what is your campus FTE?  
1,000 - 5,000: 16  
5,001 - 10,000: 11  
10,001 - 15,000: 4  
More than 15,000: 4
3. Does your bookstore serve a  
Community College: 18  
College or University: 14  
Professional or Technical College: 3
4. How many weeks prior to the end-of-term buyback do you start requesting upcoming textbook requisitions?  
4 weeks: 5  
6 weeks: 13  
8 weeks or more: 17
5. How do you initially communicate to campus staff to solicit requisitions?  
Email: 12  
Phone: 0  
Campus Mail: 4  
Personal visit to each department/office: 1  
Combination of two or more of the above: 18
6. Does your bookstore receive a majority of requisitions from  
Faculty individually: 13  
A department contact (i.e. coordinator, secretary, etc...): 6  
A combination of both: 16
7. How does your bookstore receive the bulk of the requisitions?  
Via online submission from bookstore website: 7  
Via online submission from college website: 1  
Faxes from department staff and/or faculty: 1  
In person submissions by department staff and/or faculty: 14  
Bookstore personnel pick up at each department on campus: 0  
Email submissions by staff and/or faculty: 10

8. Does your bookstore provide a “deadline” regarding when requisitions must be submitted by?

Yes: 32

No: 3

9. If yes, how many weeks is this deadline before your end-of-term buyback starts?

1 week: 2

2 weeks: 4

3 weeks: 3

4 weeks or more: 22

10. If you have a deadline (Question 8), does your bookstore still accept requisitions at any time for an upcoming term? (i.e. No "hard deadline")?

Yes: 30

No: 4

11. What percentage of upcoming term requisitions, on average, would you say your bookstore has prior to the previous term's buyback event?

Less than 30%: 2

30 - 50%: 2

50 - 70%: 12

More than 70%: 18

12. Do you communicate directly with faculty and/or staff just prior to buyback if particular requisitions have not been submitted?

Yes: 34

No: 1

13. Any comments you would like to add to this topic? Please limit your reply to 2-3 sentences. If you would like to be contacted, please include your name and email.

1. We have an optional year round adoption plan. We get approximately 90% of the full time faculty to submit their adoptions for the academic year.
2. Answer to #9 is "more than 4 weeks" but that's not listed as an option.
3. We are considering a "web" adoption form.
4. Question 9 is actually 6 weeks for us
5. As needed we provide a hard copy listing of books used for courses in prior terms. Orders submitted by the due date contribute to a bookstore textbook scholarship fund.
6. Persistence pays off! We email and phone faculty to follow-up on missing requisitions.
7. In regards to question 7, we also receive a lot of forms via campus mail.
8. Re question #7, we have about 35% sending adoptions through our website, 25% via email and the balance in person or hard copy through campus mail.
9. #7 most on time orders are hard copies sent in campus mail, email after that
10. our buyback is one week before new quarter starts so questimates abound
11. I make a "wonderful instructor" list and send it to all campus/faculty via email so they can all see which dept. and which instructor got their order in on time. They are very competitive and all want to be on the "good" list! Even when they don't make it they remark about it!