

Purchase of Books (other than Library Books) and other copyrighted materials.

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The University Bookstore may be used as a resource for the purchase of all books.

Copyrighted (©) or published material produced by others, such as newspapers, magazines, pamphlets, manuscripts, maps, charts, globes, filmstrips and recordings (including tapes) should be ordered directly utilizing specific order forms from the publisher or by making the request on departmental letterhead. Shipment of the material should be directed to the department and payment should be made using a check request form.

Purchases from the bookstore should be made using a bookstore requisition/invoice form. In those instances where it is not practical to order from the bookstore or the book is not available from the bookstore, the department should order the book directly utilizing specific order forms from the publisher or by making the request on departmental letterhead. Shipment of the book should be directed to the department and payment should be made using a check request form.

"Desk" copies of textbooks used at UNC Charlotte are requested directly from the publisher by the individual faculty member. These books are normally furnished on a complimentary basis.

The faculty member desiring a desk copy of a textbook may obtain a "desk" copy request form from the office of the Department Chairperson. This form should be completed and forwarded to the publisher direct. If a "desk" copy is needed prior to the receipt of the copy requested from the publisher, it may be obtained on a bookstore requisition/invoice form. This form may be obtained from the office of the Department Chairperson.

This form will contain a complete account number to which the charges are to be made and will require the approval of the Department Chairperson. The Bookstore will forward a copy of the requisition/invoice to the appropriate Department Chairperson. The "desk" copy charges will appear on the departmental monthly budget printout. When the textbook is returned to the bookstore, a credit will be issued. This credit will also appear on the departmental monthly budget printout.

The "desk" copy of the text must be returned to the Bookstore within thirty (30) days from class starting date for "full refund"

If a textbook is returned after the "full refund" period, the textbook buy-back procedure will be applicable, which is as follows:

- A. If the text book is designed for use in subsequent semesters, the refund will be fifty percent (50%) of the list price.
- B. If the textbook is not scheduled for use in subsequent semesters, the refund will be as indicated in the wholesale textbook buy-back manual issued monthly and on file in the bookstore