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<b>Name:</b>	<b>Non-Returnable Course Materials</b>
<b>Policy Number:</b>	2-3003
<b>Origin:</b>	Bookstore
<b>Approved:</b>	2016 Jan 22
<b>Issuing Authority:</b>	Senior Director, Facilities Management
<b>Responsibility:</b>	Manager, Bookstore
<b>Effective Date:</b>	2020-JAN-21
<b>Revision Date(s):</b>	22 January 2016, 21 January 2020

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**Purpose:**

To define the Bookstore's policy as it relates to non-returnable course materials. This policy is designed to identify and mitigate the challenges surrounding the ordering of non-returnable course materials.

**Scope:**

This policy will apply to any ordering unit within the Saint Mary's University community that is responsible for the placing of orders for course materials.

**Responsibility:**

The Bookstore Manager is responsible for the communication, administration, and interpretation of this policy. The Faculty Chairperson responsible for the ordering unit shall be responsible for the resolution of any conflict situation in consultation with the Bookstore Manager.

**Definitions:**

Non-returnable Course Material: Any course material that has restrictions placed on it by the publisher in terms of the ability to return the course material for full or partial credit.

Ordering Unit: Any individual with course material ordering privileges representing any Department, Program or Division within the Saint Mary's University Community.

**Guiding Principles:**

The Saint Mary's University Bookstore strives to provide course materials and textbooks at a reasonable price to our students. Non-returnable excess course materials present a challenge to meeting this goal. The Bookstore has developed a process to be utilized by both the ordering unit as well as the Bookstore when a request for non-returnable course materials has been identified.

**Process:**

Upon identifying an order as non-returnable, the Bookstore will contact the ordering unit to advise them that this order is non-returnable. The ordering unit will then be given the option of:

1. Confirming the original order as to quantity desired
2. Modifying the quantity order based on a joint agreement with the Bookstore
3. Cancelling the order

If the ordering unit confirms the original order quantity, the cost of any unsold units (including but not limited to textbook cost, exchange, freight, customs and handling) will be charged against the ordering unit's budget and the Bookstore will deliver any unsold units to the ordering unit.

If the ordering unit and the Bookstore agree on a revised order quantity, the Bookstore will absorb the cost of any unsold items.