

# **CAMERON UNIVERSITY**

## **Instructional Materials Policy- University Bookstore**

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### **Policy Statement**

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To provide information to students, faculty, staff, and the public regarding the cost of instructional materials in accordance with Oklahoma State Statute (70 O.S., Section 3218.8).

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### **Who Should Know This Policy**

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President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	Students
Department Chairs	Other Groups
Directors	All Employees

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### **Responsibilities**

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#### **Responsible for Policy**

University Officer Responsible

Vice President for Business and Finance

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## Procedure

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**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided:

**1.0 The University Bookstore shall:**

- 1.1 Provide students with the option of purchasing instructional materials that are unbundled when possible, and disclose to faculty and staff the costs to students of purchasing instructional materials.
- 1.2 The University Bookstore will provide direction on how the public may go to publisher's websites to learn how new editions vary from previous editions. The free website is located at <https://www.bowker.com/books-in-print>.
- 1.3 Actively promote and publicize book buy-back programs. Information on the buy-back program is available at <https://www.cameronbookstore.com/Buyback>.
- 1.4 Disclose retail costs for instructional materials on a per-course basis to faculty and staff and make this information publicly available on the bookstore website.

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## Contacts

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Policy Questions: University Bookstore, (580) 581- 2375

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## Forms

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In support of this policy, the following forms are included: None

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## Policy History

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### Policy

Issue Date:	October 24, 2007
Reviewed, no revision:	February 2016
Revised:	December 2024