Bookstore Taskforce Meeting and Text Book Training & Procedures Update

Friday, September 19, 2008
HBC 217 & 218

9:30 – 10:30 Taskforce meeting

- Membership update
- Bookstore Year-end report
- Communication between bookstore and departments
- Book ordering concerns and issues

10:30 – 11:30 Text book training and procedures update

- Importance of ordering deadlines – impact on students
- Text book inventory list – keep it updated
- Delivery location field – ACC Centers & High schools and location of orders
- How to interpret various reports sent out by ISS
- How to submit changes via Datatel
- Instructor prepared packets and what can and cannot be used

11:45 Lunch provided by the Bookstore