

November 27, 2007

To: Deans, Directors, All New Brunswick Faculty

From: Phil Furmanski

Re: Textbook Adoptions

As part of an ongoing effort to reduce the cost of textbooks for our students, we ask that faculty and departments submit their textbook adoptions for the spring 2008 semester to the Rutgers University bookstore on or before December 7, 2007. Textbook adoptions can be submitted by any of the following methods:

- Using the on-line system at: www.rutgers850.bkstr.com
- Faxing to the Rutgers University Bookstore at: 732-249-3039
- E-mail to the Textbook Manager at: 0850txt@fhg.follett.com
- Calling the Textbook Manager (Joe Fritz) at: 732-246-8448

Once the order is submitted, all textbook adoptions are available on-line to all faculty and students and other bookstores. With this information, the bookstore can begin the ordering process to ensure an adequate number of textbooks are available to our students for the beginning of the semester and that shipping and stocking costs are minimized.

The timely submittal of your textbook information will also greatly benefit our students by ensuring they get higher prices for the buyback of their used books. The bookstore will generally offer a student 50% of the new price for their used book (in good condition) if they know the text will be used for the following semester. Students are overwhelmingly supportive of the availability of used books for their classes. *Please note that the buyback period begins on the first day of final examinations for the fall semester (December 14, 2007).*

As you may know, we have a contract with the Follett Higher Education Group to manage the university bookstores and convenience stores. This contract requires that we provide the textbook adoptions. The contract also provides for the return of a portion of the manager's profits to Rutgers. This money is used to support student services and activities, Title IX athletics scholarships, and other important initiatives.

We thank you for your assistance and cooperation. Please contact Wayne Beach, Director, Rutgers University Bookstores at (732) 246-8448 if you have any questions regarding the textbook adoptions or Michael Quinlan, Associate Vice President for Business Services at quinlan@oldqueens.rutges.edu (732) 932-7866 with any comments or questions regarding the Rutgers bookstores.