Bookstore Services

STUDENTS BOOK CORPORATION

The Students Book Corporation, operating as "the Bookie," sells supplies, books and other merchandise. The Bookie gives emphasis to course material offerings and directly related services. All capital stock of the Students Book Corporation is the property of the students of Washington State University and held in trust by the Board of Regents of Washington State University.

ORDERING TEXTBOOKS AND SUPPLIES

Faculty Order

WSU faculty at all WSU campuses order student textbooks and supplies through the Bookie.

The Bookie distributes a packet of information that describes how to order textbooks to each department head for distribution to the faculty.

Submitting Orders

Faculty submit textbook and supply orders directly to the Bookie. Submittal of orders may be made by e-mail, telephone, submittal of paper documents, in person, or using the online Adoption and Insights Portal (AIP). Use of the AIP is preferred. (See Adoption and Insights Portal.)

Submitting textbook orders in a timely manner ensures that:

- Students get the right course materials for their courses at the most affordable price; and

- The University remains in compliance with the Higher Education Opportunity Act of 2008 (HEOA).

The Bookie recommends that faculty review course material for accuracy through the Adoption and Insights Portal at least ten weeks prior to the start of the term.

The Bookie is able to order supplies, such as specific pencils, formatted paper, art supplies, lab supplies, etc. Faculty are asked to communicate required student items to the Bookie. The Bookie then adds to course material listings and orders specific items based on enrollment numbers.
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*Adoption and Insights Portal* Faculty members may access the Adoption and Insights Portal (AIP) through their [myWSU](#) webpages.

Under the **Staff and Faculty Quick Links** tile, select **Bookie Adoption and Insights Portal**.

Single sign-on access (using Network ID and password) for systems allows the faculty member access to place orders for their individual courses. (See [BPPM 85.37](#) regarding Network IDs.)

Department heads or employees who otherwise monitor course material for a department or college, must contact the Bookie directly for enhanced access; email [tm050@bncollege.com](mailto:tm050@bncollege.com).

If the **Staff and Faculty Quick Link** tile is missing on the user's myWSU page, the tile may be added by:

- Clicking on the ≡ icon in the upper right corner; then
- Selecting **Personalize Homepage**; then
- Selecting **Add Tile > General Self Service > Staff and Faculty Quick Links**.

**Deadlines**

Approximate ordering deadlines (exact dates are included in the distributed packet):

- Summer session -- On or near the second week of March
- Fall semester -- On or near the first week of April
- Spring semester -- On or near October 1

The Bookie does not keep books from one semester to the next, unless the book is used the following semester. Unsold books that are not reordered are returned to the publisher at mid-semester.

**Ensure Book Arrivals**

Each faculty member is encouraged to check the Bookie's textbook department two or three weeks before classes begin to ensure the correct texts and quantities have arrived.

**Class Size Increases**

If the class size is greater than anticipated, the faculty member should inform the Bookie's textbook department at once.

**PURCHASING FROM THE BOOKIE**

A WSU departmental purchase from the Bookie is considered a purchase from an outside vendor. All usual purchasing policies apply ([BPPM 70.08](#) and [70.10](#)).
Bookstore Services

PURCHASING (cont.) The Bookie offers a ten percent discount on departmental purchases except adopted textbooks, special orders, sale books, class and alumni rings, computer software and hardware, periodicals, discounted merchandise, stamps, health and beauty aids, food, snacks, and beverages.