Bookstore Cost Recovery for Non-returnable stock:

Preface:
In order to mitigate the Bookstore’s cost of non-returnable and unsold stock, the following Cost Recovery procedure has been put in place: an approved Departmental Text Request constitutes a directive for the Bookstore to procure the materials, and as such the Department that placed the order is responsible for reimbursing the Bookstore for any loss incurred as a result of procuring those non-returnable materials, as described below.

Procedures:

- The Bookstore will research all options prior to contacting the department.
- The Bookstore will notify the requesting Department via email in advance of ordering nonreturnable materials.
- In consultation with the Department the Bookstore will offer ordering options to limit overstock. (order an alternate textbook, order closer to start of class using actual enrollments, special orders per student, etc)
- Prior to ordering a FOAPAL will be required to charge unsold stock.
- Where feasible, the Bookstore shall endeavor to sell surplus non-returnable materials (in store and to other institutions) before approaching the originating Program for cost recovery.
- **Should non-returnable materials (texts, Queens Printer Pkgs, custom publications, etc) ordered on an approved Text Request remain unsold 6 months from date of purchase, the Department that originally requested the material shall be responsible for reimbursing the Bookstore the cost of the materials and the FOAPAL will be charged. Such materials will then be the property of that Program to use or dispose of as they see fit.**

Note on custom publications – It appears publishers are currently approaching faculty members directly indicating they will compile a type of customized publication (similar to coursepak). If this is the arrangement then custom publications must be sold through the bookstore as per policy and the above procedure will be applied.