

# Bronco Bookstore UPDATES Spring 2013



SUMMER QTR.  
REQUISITIONS  
NEEDED BY  
APRIL 15, 2013

FALL REQUISITIONS  
DUE MAY 10

Spring Textbook Rental  
Deadline  
June 14, 2013

Textbook Inventory Day  
April 26, 2013

**TextBook Department  
Closed - The rest of the  
bookstore areas will  
remain open.**

## CONTACT US:

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Elliot King (ext. 3275)  
Custom Publishing/Copyright  
Clearance coordinator  
Efking@csupomona.edu

## Welcome Elliott King

### NEW CUSTOM PUBLISHING COORDINATOR

We are happy to welcome Elliott King as our new coordinator for custom course materials adoption and production. He is filling into the position of our previous coordinator, Karen Sellers, as she takes on the new role of receiving/dock manager for the bookstore.

Elliott is the person to contact for help with:

- Course-packs/Custom readers
- Reproducing out of print works
- Copyright and Fair Use questions
- Self-authored course books or manuals
- Department workbooks or lab manuals

Elliott will make sure that any project put requested by a Cal Poly Pomona instructor gets all necessary copyright permissions and clearances, and track sales of the finished product and handle payment of permission fees to the rights holders. He'll also handle all the production details with Graphics.

His job isn't all about printed materials - he can help faculty who are interested in making their reader or manuals available digitally instead of or in addition to in print form set up their project through Academic Pub. And Elliott will also be using his web and computer skills to help update the merchandise catalogs on BroncoBookstore.com.



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Custom projects can take several weeks to complete if they include copyrighted material that requires clearance. The sooner you contact our department to request your project, the smoother things will go. Make sure to include all the following information:

- Course number and expected enrollment for the project
- Title of the project
- Complete bibliographic information on copyrighted source materials\*: Author, title, publisher, publication date, ISBN of books or volume/edition of periodicals, and pages used.
- **\*IMPORTANT\***- pictures, graphs, figures and tables copied from other sources may also need copyright clearance even if the text in the project is your original work.

To get started with your custom project, contact Elliott at:

[Efking@csupomona.edu](mailto:Efking@csupomona.edu)

909-869-3275

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## Dates To Remember

DATE	
4/8/13-6/14/13	Regular Spring hours M-Th: 7:45am-6:30pm Fridays: 9am-2pm
<b>4/15/2013</b>	<b>Summer Requisitions due</b>
4/26/2013	Textbook Dept. <b>closed</b> for quarterly inventory.
4/29/2013	Bookstore begins shipping back unsold Spring texts not adopted for Summer or Fall
4/29/2013	Summer books available on broncobookstore.com for preorder
4/29/2013	Last day to order rental commencement regalia
<b>5/10/2013</b>	<b>Fall requisitions due- registration opens May 15</b>
5/20/2013	Summer textbooks start to arrive
5/24/2013	Last day for requisition incentive program
6/6/13- 6/14/13	Spring quarter finals buyback
<b>6/14/2013</b>	<b>Rental return due date for Spring textbook rentals</b>
6/17	4/10 summer schedule begins, bookstore closed Fridays thru the summer
6/24/2013	Summer 10-week and 1 <sup>st</sup> 5 week classes begin
6/27/2013	Last day for textbook refunds for Summer 10-week and 1 <sup>st</sup> 5-week sessions
7/15/2013	Fall shipments start to arrive
7/29-8/1/13	Summer mid-term buyback

*DATES - CONTINUED ON NEXT PAGE*

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## Dates To Remember

8/6/2013	Last day for textbook refunds for Summer 2 <sup>nd</sup> 5-week session (proof of registration in that session required).
8/12/2013	Last day for faculty to submit requests for customized or bundled materials with sure arrival by Welcome Week
8/19/2013	Bookstore begins shipping back unsold Summer texts not adopted for Fall
9/2/2013	Closed for Labor Day
9/3-9/6/13	Summer closing buyback
9/6/2013	Final rental return due date for Summer textbook rentals
9/9/2013	Last day for faculty to submit requests for regular course materials with sure arrival by Welcome Week
9/26/2013	Fall classes begin
10/2/2013	Last day for regular refunds for Fall textbooks
10/9/2013	Last day for dropped class refunds
<b>10/18/2013</b>	<b>Winter 2014 requisitions due</b>
10/25/2013	Textbook Dept. closed for inventory
10/28/2013	Bookstore begins shipping back unsold books not requested again for Winter 2013
12/5-12/13/13	Fall finals buyback
12/13/2013	Last day to return Fall rental textbooks.



## Textbooks Refunds

### Summer 2013

#### **SESSION A: 10-WEEK SESSION, 6/24– 9/6/13**

May 20 - JUNE 27 Last day to return is June 27. Register Receipt dated between May 20 and June 27 required.

#### **SESSION B: 1st 5-WEEK SESSION, 6/24 – 7/30/13**

May 20 – JUNE 27 Last day to return is June 27. Register Receipt dated between May 20 and June 27 required.

#### **\* SESSION C: 2nd 5-WEEK SESSION, 7/31 – 9/6/13**

\* All Session C Returns Last day to return is August 6. Register Receipt dated between May 20 and August 6 AND copy of student's class Schedule reflecting enrollment in Session C required. Sorry, No Exceptions

#### **RENTAL REFUNDS:**

6/27 is the last day to return a rented textbook for a refund or convert the rental to a sale for the difference between the purchase and rental price. After 6/27/13 all rentals are 'final' and returned books will not be due a refund. Students who decide they want to keep a rented book after that date must pay the full used retail price.

#### **RENTAL DUE DATES:**

Session A & C: September, 6 2013

Session B: July 30, 2013

Students are responsible for rental non-return charges after those dates

### Fall 2013

#### **REGULAR REFUNDS**

8/26-10/2/13: Register receipt and photo I.D. required for textbook refunds

#### **DROPPED CLASS REFUND PERIOD**

10/3-10/9/13 Register receipt, proof of dropped class and photo I.D. required for refunds

#### **RENTAL REFUNDS:**

10/9/13 is the last day to return a rented textbook for a refund (see refund conditions above) or convert the rental to a sale. After 10/9 all rentals are 'final' and returned books will not be due a refund. Students who decide they want to keep a rented book after that date must pay the full used retail price.

#### **RENTAL DUE DATES:**

Fall rentals due back to store by the close of business 12/13/13, no exceptions. Students are responsible for non-return charges after that date.