The purpose of this policy is to disseminate accurate and complete information about textbooks selected by the faculty of the Tuck school to the Dartmouth Bookstore and Tuck Stuff, while providing students with multiple sourcing options.

Notification of Bookstores

It is the general policy of the Tuck School to send “required” textbook information to the Dartmouth Bookstore (TM047@BNCOLLEGE.COM). (Please note Wheelock Bookstore is no longer participating.)

Procedures and Responsibilities

- Academic Coordinators shall receive notification from the Faculty regarding the text required and this shall be noted in the Course Syllabus "materials" section of Tuck Streams.

- The Registrar will supply the link to the textbook/course pack Google doc spreadsheet, and the Academic Coordinators will be responsible for updating the spreadsheet with the required textbook for each course per the deadlines set by the registrar.

- Academic Coordinators shall order an amount equal to the total current enrollment as shown on the "Course Home" page of Tuck Streams, with adjustments made for anticipated increase/decrease in enrollment figures.

- The following “Order Information” shall be included in requests submitted to the Dartmouth Bookstore:
  
  School Name:
  Faculty Name:
  Course Title and term:
  Term start and end date:
  Core or Elective:
  Textbook Title:
  Author:
  Publisher:
  Edition:
  ISBN:
  Required or Optional:
  Pre-enrollment number/quantity:
  Your name and contact information:

- Textbook orders are to be submitted by the individual Academic Coordinator to the Bookstore as soon as the textbook requirements are known. The usual submission dates are 4-6 weeks before the start of the term.
• To the extent possible the Bookstore shall be notified of additional sections added through emergency staffing and of additional enrollments allowed in original sections.

• The Bookstore will notify the requesting Academic Coordinator when a selected textbook is out of print, and therefore unavailable.

• Neither the Tuck School nor its students shall assume any liability for any costs incurred by the Bookstore for books that are ordered and not purchased.

• At the discretion of the Tuck School a bookstore may be removed from the notification list if, after notification, appropriate levels of material and service levels are not provided.

**Tuck Stuff**

• The Tuck Stuff website acts as a portal to Amazon.com. If students click through the Tuck Stuff site to order their textbooks, a portion of the proceeds are donated back to Tuck Student organizations.

• Tuck Stuff must set up the “portal” with the list of actual textbooks. Student Reps monitor the Google doc for this information.