


# Textbook Services Policies

<http://www.nwmissouri.edu/textbooks.htm>

## General Information

### Location

Textbook services is located in the lower level of the Station ([map](#) )

### Office Hours

8 a.m. - 5 p.m. Monday-Friday

### General Information

The Textbook Services Office coordinates all aspects of the textbook usage program, in which primary textbooks are provided for most of the undergraduate courses. Students pay a per credit hour fee for textbook usage. Students pick up their textbooks at the beginning of each trimester and must return the book by 5 p.m. of the last day of finals of the trimester. Late fees are assessed for books that are not returned on time. A \$5.00 per day fine begins after this date and can accumulate up to \$50.00 plus the price of the textbooks/CD's not returned.

### Textbook Pick-Up

Hours for picking up textbooks will be published before each semester and made available to students. All students must verify on-line at the beginning of the semester prior to picking up their textbooks. Students should bring their ID card with them to pick up their textbooks. Students can have someone else pick up their textbooks as long as they have verified and provide their 919#. If textbooks are picked up after the designated times, there will be a late fee assessed to the student's university account. See the [miscellaneous fee schedule](#) for Late Textbook Pickup fee.

### Used Books

Students may also purchase discontinued textbooks at a reduced rate. Students wishing to purchase textbooks currently being used may do so by contacting Textbook Services at 660.562.1150.

### Contact Us

[Teri Tobin](#)

Text Services Manager

Textbook Services

The Station

800 University Dr.

Maryville, MO 64468

Phone: 660.562.1150

### Online Students

Students at Northwest pay a per credit hour usage fee for most of their primary textbooks and Textbook Services is available for online students. Northwest Online students may order their

primary textbooks for most undergraduate courses through the University Textbook Services. This office may be contacted by e-mail at [ttobin@nwmissouri.edu](mailto:ttobin@nwmissouri.edu). Please include your Northwest ID# (919#), the course numbers you are enrolled in, and your shipping address.

Online students must pay for shipping charges on borrowed materials. All textbooks, CD's, and other course materials borrowed must be returned to Textbook Services, 800 University Dr., Maryville, MO 64468, by 5 p.m. seven days following the day of the last scheduled final exam. A \$5.00 per day fine begins after this date and can accumulate up to \$50.00 plus the price of the textbook, CD's, and/or course materials not returned.

The [Bearcat Bookstore](#) provides the supplemental textbooks, lab manuals and other courses materials. The Bearcat Bookstore provides an online, Internet ordering via a virtual bookstore. Students may purchase supplemental materials by using your Bearcat card, any major credit card or Barnes & Noble gift certificates. Students are able to purchase new or used books (subject to availability) and in most cases will be able to sell books back at the end of the semester by following specific instructions outlined on the site. You are encouraged to order your books early so you won't have to pay special delivery fees.

### **Graduate Students**

All Textbooks for 600 level courses must be purchased from the Bookstore or secured elsewhere. A "buy-back" policy is available at the Bookstore for books purchased from the bookstore only. All 100-500 level course textbooks may be rented through Textbook Services if a book is available. See the [miscellaneous fee schedule](#) for current graduate student textbook rental rate.

## **Information About Textbook Return and Pick-Up**

**Textbooks must be returned** before 5 p.m. Friday, May 3, to avoid a late fee.

Textbook Services is located inside the lower level of The Station. Hours are:

Monday, April 29: 8 a.m. – 5 p.m.

Tuesday, April 30: 8 a.m. – 5 p.m.

Wednesday, May 1: 8 a.m. – 5 p.m.

Thursday, May 2: 8 a.m. – 7 p.m.

Friday, May 3: 8 a.m. – 5 p.m.

**Are you taking all of your classes online for Summer 2013?** If so, you can pick up textbooks when you return your spring books during finals week.

**Web-only students** - Your textbooks need to be shipped back or brought in as soon as your finals are complete.

Ship to:

Textbook Services

Northwest Missouri State University

800 University Drive  
Maryville, MO 64468.

Be sure to send them so you have a tracking number and they are returned in a timely manner. Do not send through standard postal mail.

To request textbooks, please send an e-mail to [ttobin@nwmissouri.edu](mailto:ttobin@nwmissouri.edu) including your **919#**, **course #(s) and the shipping address**. All shipping charges are paid by the student.

**Online verification for summer begins May 9. Please make sure you have completed your verification before picking up textbooks beginning Friday, May 10 from 1 p.m. to 5 p.m. in The Station.** Textbooks can be picked up Monday through Friday, 8 a.m. to 5 p.m. after May 10 without penalty.

If you have any questions, contact Teri Tobin, Textbook Services manager, by e-mail at [ttobin@nwmissouri.edu](mailto:ttobin@nwmissouri.edu).

## **For Faculty**

Northwest Missouri State University is unique in that it provides primary textbooks for undergraduate students. Textbook Services, located in the Station, pre-packages and issues textbooks to undergraduate students for each trimester. Students pay a usage fee (currently \$5.00/credit hour) to use the service. Students are responsible for returning their textbooks by the end of finals week each trimester to avoid penalties.

- Textbooks are used for a minimum of 3 years. When the textbook is up to change, the instructor(s) is free to choose the textbook they feel most appropriate for the course. New textbooks are purchased after a requisition has been submitted to Textbook Services. The requisitions are available through the department chairs and must be signed by the appropriate chair before sending it over to Textbook Services. Department chairs will have the deadline dates for orders and will provide that information to faculty. There are print outs sent to the departments listing current textbooks and the year that the book was adopted to help with requisition decisions. The Textbook Services manager is also available to answer any questions that come up regarding textbooks used for certain courses.
- One book per course (all sections) is housed in Textbook Services. Special circumstances are handled on an individual basis. These requests must be accompanied by a written explanation and will be given consideration. If a book is requested to replace a textbook that has not been used for the full 3 years, a similar procedure is followed. A written explanation is required and an agreement for longer use may be expected.
- Instructors who do not obtain desk copies from the publisher may check out a copy of the textbook from Textbook Services. Lost books are the responsibility of the instructor who checked it out. All textbooks must be returned before leaving the university.
- If the need arises for additional copies of the textbook currently being used, the department chair will approve the order and forward it to the Textbook Services. The print outs mentioned before are used to compare enrollments to the number of textbooks available.

Any additional, supplemental books that are required as well as lab manuals, workbooks, etc. are ordered through the Bearcat Bookstore here on campus. Any other reference type materials requests should be submitted to the library.

Textbook Services  
The Station  
Northwest Missouri State University

Phone: 660.562.1150

Email: [ttobin@nwmissouri.edu](mailto:ttobin@nwmissouri.edu)