

UTDBP3063

Bookstore

Policy Statement

Bookstore

The Bookstore, located in the Visitor Denter Building, is a self-supporting auxiliary enterprise operated by a commercial book company under contract with the University. Sales are made on a cash basis. Credit Cards (AMEX, Discover, MasterCard or Visa) or checks are also acceptable methods for payment. Checks are accepted for the amount of purchase when accompanied by proper customer identification; e.g., current UTD Identification Card and driver's license.

1. Store Mission:

The primary purpose of the UTD Bookstore is to serve the students, faculty and staff of the University by making available books and supplies required for course work. In addition, the store maintains a selection of trade books, college supplies and imprinted merchandise which contribute to the overall education experience offered by The University of Texas at Dallas. Students, faculty, staff, alumni and visitors to the campus all make extensive use of the UTD Bookstore.

2. The Bookstore stocks:

- a. Books: required and recommended texts, reference books, current best sellers in paperback, and a general cross section of trade books. Special orders are processed for individual book titles.
- b. Supplies and Study Aids: course-related and general.
- c. Other: magazines, packaged candy and snacks, greeting cards, stationery, gift items, sportswear, college rings, etc.

3. Days of Operation:

Monday-Saturday, please consult with the website for current list of hours by day.

<https://www.bkstr.com/texasatdallasstore/store-hours>

Hours are extended during certain peak periods; i.e., the beginning of a semester, and are more limited during semester breaks. Any changes in hours of operation are posted in the Bookstore.

4. Exchanges and Refunds:

The Bookstore strives toward a policy that all sales are final; exchanges and returns are handled on a one-to-one basis between the customer and the Bookstore. A cash register receipt for the purchase is required for an exchange or refund.

Materials found to be defective due to manufacture will be replaced by the Bookstore.

a. Textbook Refund Policy:

- I. A cash register receipt must accompany all returns.
- II. Books must be returned within the first two weeks of the Fall and Spring semesters and within one week of the start of each summer term.
- III. New books must be unmarked and show no signs of use or wear.
- IV. Defective books will be replaced at no charge and should be returned at once.

b. Book Buyback Policy:

The Bookstore will repurchase textbooks at the end of each semester provided the textbook is in good condition and will be a required text for the subsequent semester.

Buyback takes place during final examination periods of each semester and is publicized through campus publications as well as being posted in the Bookstore

5. Procedure for Ordering Textbooks:

The Bookstore will take a textbook adoption in any format that Faculty wishes. The information is needed to ensure we are sourcing the best value options for our students, including offering cash for books sold back to the Bookstore.

There are a variety of ways Faculty can get adoptions to the Bookstore:

Use the Discover link in eLearning, email them to bookadoptions@utdallas.edu, call the Bookstore at x2665, or visit the store in person.

To assure textbook availability, orders should be placed with the Bookstore by the following dates:

Fall Semester - by April 15

Spring Semester - by October 1

Summer Semester - by March 10

RESPONSIBLE PARTY

LAST REVIEWED

- Unknown

HISTORY

- Issued: 2000-02-28
- Revised 2022-09-09