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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Campus Operations**

**AREA: Auxiliaries**

**University Bookstore**

**MAPP 02.07.01 (FO)**

**I. POLICY**

- A. The Lamar University (LU) Bookstore provides students, faculty, and the University community with access to course textbooks and course materials, educational resources, and ancillary resources. The University contracts with external or third-party vendors to provide these materials and resources. Vendor relationships are reviewed regularly to ensure that University and vendor collaborations are best meeting the needs of University students, faculty, and the entire LU community.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations, Chapter V, Subparagraphs 4.84 – 4.85, and the Texas Education Code, Title 3, §§ 51.451 – 51.455 and 61.067.

**III. PROCEDURES**

- A. The University Bookstore assists faculty, as needed, to obtain textbooks and materials required for their courses.
- B. The University Bookstore obtains from faculty information on textbooks and course materials required for upcoming semester courses.
- C. Faculty or authorized department designees must provide the University Bookstore with a listing of textbooks and course materials required for upcoming semesters by the following deadlines:
- On or before October 1 for the upcoming Spring semester.
  - On or before March 1 for the upcoming Summer semester.
  - On or before April 1 for the upcoming Fall semester.
- D. Textbooks are available for sale by the first day of class and for an average of 8 weeks after, with an additional 2-3 weeks for late-start courses.
- E. The University Bookstore is the exclusive on-campus distributor of textbooks and course materials purchased by students. Divisions, departments, and employees of LU are prohibited from selling

textbooks and course materials to students or from purchasing/re-purchasing these textbooks and materials from students.

**IV. REVIEW AND RESPONSIBILITY**

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

**V. APPROVAL**

Dr. Robert H. Wagner	04/27/2022
Chief Operations Officer	Date
Dr. Jaime R. Taylor	04/27/2022
President	Date

**REVISION LOG**

Revision Number	Date	Description of Changes
1	04/21/2022	Initial version created.
	04/27/2022	Initial version approved by President.