

## **Faculty Guide to Submitting Textbook Information 2018-19**

**Deadline for Spring 2019 textbook requisitions is October 22, 2018.**

All Spring 2019 Textbook Information is due Monday, October 22, 2018. All submissions require a completed online form. For convenience and accuracy, please completely fill out the online form found on the [Art Cellar Internet Page](#). Email requests will not be honored at this time. Please fill out one form per class and remember to fill in required or recommended.

If you do not have book requirements, you do not have to contact the Art Cellar or fill out a form.

If you ever have any questions or concerns, please do not hesitate to contact us. •  
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MCAD must comply with HEOA requirements as a condition of receiving student financial aid from the federal government. In accordance with the HEOA all textbooks must be listed by the first day of course registration. To ensure this information is available the Art Cellar has established textbook deadlines that make textbook information available to students by the course registration period.

The Art Cellar is a non-profit art supply and bookstore owned by the Minneapolis College of Art and Design as a convenient and affordable source for art materials and textbooks for students. The Art Cellar is proud of its relationship with MCAD faculty. Faculty cooperation helps us supply students with their textbooks and supplies in a timely and efficient manner.

### **Here are some helpful tips to assist Faculty during textbook selection:**

- Historically, students buy and use textbooks that are \$30 and under.
- Faculty should choose textbooks that are in-print and/or current edition.
- Faculty should consult with their Department Chair for inspiration concerning previous textbooks used.
- Faculty are encouraged to contact the Art Cellar with any concerns or questions regarding availability, edition, print status, pricing, or if they would like some guidance selecting a textbook.

### **Art Cellar Textbook Policies to keep in mind...**

- Textbooks will only be available in the Art cellar if textbook information is submitted before the deadline of Oct 22<sup>nd</sup>, however submissions are still required to comply with HEOA guidelines. Experience has proven that late submissions result in textbooks not arriving on time, diminished sales, higher overstock returns, and pricing that is not competitive with other retailers.

- Textbooks that are “Print-on-Demand” (according to the publisher/distributor) will be unavailable at the Art Cellar. In the event a textbook is “Print-on-Demand”, the Art Cellar will contact faculty to work out a solution.