

**UNBF Bookstore Advisory Committee
Annual Report to Senate – 2012-13
February 2013**

Overview

The Terms of Reference call for the Bookstore Advisory Committee to advise the Bookstore service provider (Follett) and the University generally on the goals and operations of bookstore services on the Fredericton campus.

The main purpose of the committee is to provide a vehicle for ongoing and effective consultation and communication between Bookstore management and representatives of the University constituencies most directly affected by Bookstore operations. Part of the mandate of this Committee is to prepare an annual report on its activities and topics of general interest and concern. This report will be presented to both the Senate and Board of Governors of the University of New Brunswick and to St. Thomas University.

The 2012-13 Membership consists of:

Shirley Cleave, Associate Vice President Academic, Learning Environment (Chair)
Linda Roulston, Harriet Irving Library
Christa Canitz, Department of English
Derek Simon, St. Thomas University Faculty representative
Josias Gado, UNB Student representative
Katie Evans, UNB Student representative
Peter Johnston, St. Thomas University Student representative
Chantel Whitman, UNB Student representative alternate
Tim Walker, Resource Planning and Budgeting (ex-officio)
James Brown, Residential Life, Campus and Conference Services
Shelley Nowlan, Bookstore Manager
Kimberly Giberson, UNBEA Bookstore representative

Activities and Accomplishments

The Committee has met twice during 2012-13 to date (March and October).

The Bookstore continues to work hard at communicating to faculty and staff and resolving issues relating to book orders. The new perpetual inventory system introduced to the Bookstore last year has resulted in better control of inventory and reporting.

A concern was raised this past year concerning insufficient books on shelves in January for full year classes beginning in September. The Bookstore has adjusted shelving for January books.

Fall adoptions for 2012 combined for STU and UNB totaled 1219 courses. Target date for adoption was June 1st. Stats show that 13% of orders were received by the target date at UNB and 8% for STU. Follett's regional manager reported that the majority of Canadian universities use April 1st as a target date for fall term book orders. This suggestion is under review.

Buybacks were down 30% from last year. There was \$200,000 worth of inventory returned last fall term. More communication is needed to students that books are being sent back to the publishers to ensure they purchase the texts they need

The Bookstore is now supplying textbooks for NBCC and this arrangement is working well.

The Bookstore Advisory Committee welcomes feedback, both positive and negative, from students, faculty and staff at any time. Comments should be directed to the chair of the committee, Shirley Cleave, scleave@unb.ca.