

# WOU BOOKSTORE BASICS – Everything You Need to Know

## 1. HOW TO FIND WHAT BOOKS YOU NEED

- a. Starting on the first day of registration for classes, you can go to the bookstore website (books.wou.edu)
  - i. Click on “Textbooks”
  - ii. Once on the textbook ordering page, click on the correct term
  - iii. Choose your classes by course prefix and number (i.e. ENG 105, SPAN 200, etc.)
  - iv. Click “Add Selection” after every course you choose
  - v. When done, click “Get Course Materials” to see a list of books by class
  - vi. If you plan on coming to the store to buy your books, print your book list to have as a reference
- b. **OR** Check your course syllabus
  - i. Usually posted on Moodle (accessed via Portal)
  - ii. If the course is not on your Moodle, the professor will provide the syllabus in the first class

**NOTE:** Textbooks can be subject to change due to unforeseen changes in scheduling, professors, syllabus, etc. For that reason it is recommended that you closely read your professor’s syllabus and/or you go to class first before buying books.

## 2. HOW TO PURCHASE YOUR BOOKS

- a. You can buy your books online through the bookstore website and choose to pick them up in the store at no additional cost or have them shipped to you for a fee. *See store calendar for dates books go on sale.*
- b. **OR** you can come into the store, find your books, and buy them in person.

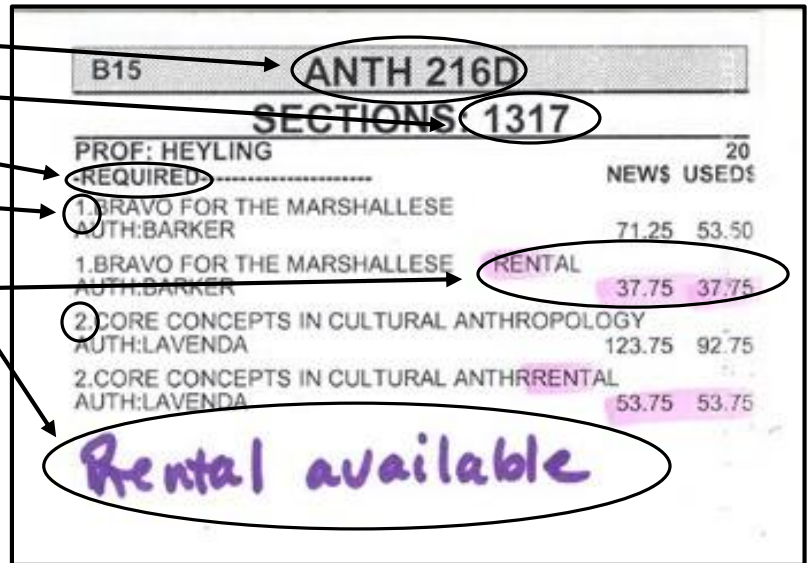
## 3. LOCATING YOUR BOOKS IN THE STORE

- a. Books are organized alphabetically by course prefix and number, for example: ANTH 215 or BIO 101, so know your course information when you come in.
- b. Also, you need to know your CRN (Course Reference Number), because sometimes there are multiple sections of the same course taught by different professors (i.e. ENG 105 with Lang, ENG 105 with Harding, etc.), and they often use different books.
- c. Once in the textbook area, books are organized by shelf tags. **Be sure to read the whole tag!**

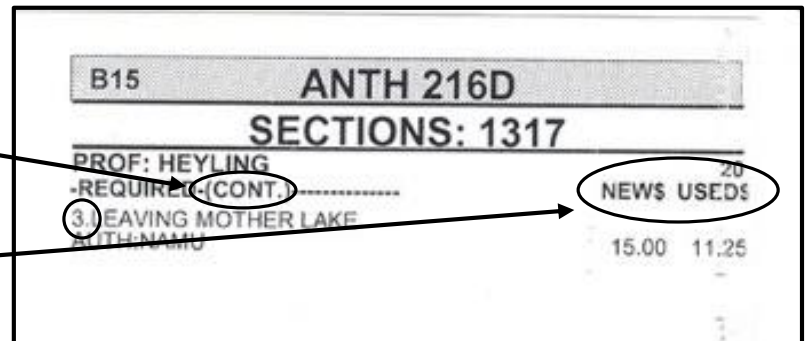


d. The shelf tags list information about the corresponding textbooks above them. For example:

Course Prefix and Number  
 CRN (Course Reference Number)  
 Indicates if the text is required or optional  
 Indicates number of textbooks for the class  
 If there is an option to rent the book, it will be written on the tag and the rental price will be highlighted. The book will not be labeled as a rental; simply **tell the cashier upon checking out that you want to rent it**, and he/she can make that happen.



“Cont.” = Continued shelf tag (when all the texts for a course do not fit on one tag)  
 Indicates both new and used prices for each title listed



#### 4. GETTING ADDITIONAL REQUIRED MATERIALS (NOT TEXTBOOKS)

- Access Codes: If your class requires an online access code (for homework, etc.), and it is not shelved by or bundled with your textbook, just ask at the register, and we can sell it to you individually there.
- Graphing Calculators: TI-84 graphing calculators are available to rent for around \$35/term, and they are available in the Math area of the textbook section.
- Clickers: Clickers are available at the register to rent for \$10/term or to purchase for \$30.
- Therabands: Therabands are available for purchase by the office in the Art Supplies section.

#### 5. RENTALS

- We have textbooks and materials available to rent at prices that are significantly cheaper than the cost of retail (often more than 50% off).
- Unfortunately, not all textbooks are available to rent. This is because we purchase the rentable textbooks through a third-party vendor, and only limited titles are available. That said, there are some titles that are always available to rent. See the Rentals section of the website for further details.
- There are two ways to know if a textbook is rentable: it will say it on the shelf tag (see example above) and it will be listed with a rental price on the website.
- To rent a textbook in the store, take the book to check-out, tell the cashier that you want to rent the book, and be ready to show your student I.D. It's as easy as that!
- If you rent a book or item, it must be returned by the last day of the term in a clean and resalable condition (see the Rental Agreement on our website for further details).
- If damaged or not returned on time, you will be billed up to the purchase price of the item.

- g. If you decide you would rather buy the book, the rental fee you paid may be applied toward the purchase of the item within the first two weeks of the term.

## 6. TEXTBOOK RETURNS/REFUNDS

- a. A receipt is required to receive a refund.
- b. Textbooks must be returned in the same condition as purchased.
- c. Shrink-wrapped textbooks or bundles are not returnable if opened.
- d. During fall, winter, and spring terms, you can get a 100% refund by the end of the Friday of Week 1 of classes and an 80% refund by the end of the Friday of Week 2 of classes (see the bookmark attached to your receipt for official dates and details). After that, there are no refunds unless you have proof that you dropped the class by our drop date. (See the calendar on our website for drop dates each term.)
- e. During summer term, the possibility to return is limited due to the shortened nature of the courses. See the calendar on our website for details.
- f. Rental textbooks follow the same refund policy as regular textbooks.
- g. E-Books are not returnable.

## 7. BUYBACK

- a. Toward the end of each term (the last 2-3 weeks), our Buyback Window is open for you to sell books to us that you no longer want/need (see the calendar on our website for details). We pay cash for books!
- b. You **DO NOT NEED A RECEIPT** to sell a textbook to us. This means you can sell a book to us even if you didn't buy it from us.
- c. Having a WOU Bookstore receipt, however, gives you the potential to get the most money for the book. With your receipt, you can get *up to* 50% back of a textbook's retail value if we are, indeed, buying the book to sell in the store. We offer this service as a "thank you" to customers who purchase their textbooks here and thus support the university.
- d. Unfortunately, **BUYBACK IS NOT GUARANTEED**. We buy what we need that will be used for the next term, and we also buy for a wholesaler. In that sense, the titles we buy are based on supply and demand at our university and in the textbook market. Sometimes a book becomes an old edition. Sometimes you simply need to check back another term.
- e. If your book is in demand, there is a set number of books we will buy back for that title. Once we meet our quota, we will stop buying that title for that term. You may be able to sell it to us another term.
- f. When we are buying for book wholesalers, the prices are set by them.

## 8. OUR COMMITMENT TO THE UNIVERSITY

- a. The WOU Bookstore is committed to helping keep student fees low. For that reason, we use the money spent here to contribute to cover the costs of the institution. Money spent on campus stays on campus! We are institutionally run as a break-even operation, so we only succeed with the support of the students and staff at WOU. Thank you for your continued support!

## 9. MORE INFORMATION

- a. Visit our website at [books.wou.edu](http://books.wou.edu), call us at 503-838-8300, or check out our Facebook page!
- b. Remember, we are your number one source for all WOU gear. Come in and get geared up!
- c. Besides textbooks and WOU gear, we also carry...
  - i. School and office supplies
  - ii. Art supplies
  - iii. Electronics including headphones, cell phone and computer accessories, etc.
  - iv. A variety of gifts, calendars, journals, and greeting cards
  - v. General interest books and reference materials
  - vi. Personal items such as health and beauty aids, candy, gum, and snacks