

Explanation of Textbook Procedures

- Please keep in mind that, as a general rule, students are directed to our **Virtual Bookstore** to look up each one of their classes and find out what books and materials will be required for each course. Students are not required to actually purchase anything through our Virtual Bookstore, but they are strongly encouraged to use the Virtual Bookstore as their **primary source** for viewing **all** course material requirements as well as the prices for those items.
- Our Virtual Bookstore provider is still MBS (now BNC), and you will use the **MBS Course Director** portal to list all required course materials that should be shown in the Virtual Bookstore. The National ISBN should be entered for all books that are **not** being offered through First Day Access. The **“Non-Title Adoption”** option should be used to indicate **“No Text Required”** if applicable, or that non-textbook items such as **Course Packs** or **Lab Manuals** will be required. You are also encouraged to create a **“Student Message”** on your course to relay any other information students will need about required course materials and pricing.
- MBS is no longer handling our **First Day Access** program, and books that are being offered through First Day Access will **not** be listed for sale in the Virtual Bookstore. Instead, a note will automatically be placed in the Virtual Bookstore on classes that are using First Day Access books to indicate such, and that those course materials should be accessed through the course on D2L. However, in addition to this note, you should still use MBS Course Director to list any other required items in the Virtual Bookstore such as course packs, lab manuals, misc. supplies (calculators, goggles, etc.), and/or other books students will need that are **not** First Day Access.
- Jan Bottorf coordinates the **First Day Access** program through **Verba/VitalSource** currently. If your book is not already set up to use First Day Access and you would like it to be, please forward your book information to Jan and an attempt will be made to secure First Day Access pricing through the book publisher. If you have already done any of this legwork through your publisher, please forward that information to Jan as well and this will expedite the process.

Please use the flowchart below to easily determine how your books and materials should be handled. If you have any questions or need assistance, contact Jan Bottorf at jbottorf@lockhaven.edu or 570-484-3060. Thanks!

Textbook Procedure Flowchart

