Antelope Bookstore FAQs

What is a textbook adoption?

Textbook adoption is the formal process by which faculty members confirm their intent to use course materials.

With whom should I provide textbook adoption information?

Your book adoptions should only go to the Antelope Bookstore in the Union – our contracted bookstore vendor. Once the Antelope Bookstore has verified adoption information, the bookstore will respond to third party requests.

Typically, the Antelope Bookstore runs several incentive contests to speed the process along.

If departments get third party requests for book adoptions those requests should be referred to the office of Business and Finance – Jon Watts at 308.865.8448.

What do I need to know about adoption forms?

There is one form per course/section. Blank forms are included and textbook information from previous semesters is supplied, if available. If you did not get a form, or have any problems, please call the Antelope Bookstore at 308.865.8555.

Are there multiple ways to place textbook orders?

Orders may be placed via the edopt website, email, and fax or campus mail. Please submit adoptions as completed, instead of holding until all have been received. This will allow Antelope Bookstore staff to start research and sourcing as soon as possible.

Why should I turn textbook orders in early?

Turning textbook orders in early helps Antelope Bookstore to:

1.) Research textbook availability & let you know of any potential problems early (i.e. new editions, out of print or backorder titles).

2.) Save the students money by purchasing more books from used book suppliers. Antelope Bookstore staff check for the availability of used books daily; the sooner they get the book orders, the more chances they have to find used textbooks.

3.) Give the students more money back at buyback, 50% of purchase price vs. 0-30% without an adoption. (For instance if a student paid $80 for a book, and the book is
What if I desire to utilize a course pack?

If a faculty member is using a packet requiring copyright permissions, Antelope Bookstore must have the originals 6-8 weeks before classes begin. Please note, that copyright permissions must be obtained each semester, even if the item has been used in a previous semester.

Will the Antelope Bookstore stock course supplies unrelated to textbooks?

Yes! Antelope Bookstore is happy to stock any supply items needed for courses. For example: goggles, drawing materials, graph paper, notebooks or any other non-textbooks items. Please list these items (be as specific as possible) on the text order form and we will have them available in either the textbook or school supply areas.

What should I know about using multiple textbooks?

For courses using multiple textbooks, please let Antelope Bookstore staff know the order in which they will be used. Many students are delaying purchasing books until the point in the semester when they are needed. Knowing their sequence will ensure that the Antelope Bookstore holds the books still needed for the class through normal return periods.

Does the Antelope Bookstore sell used books?

Yes!

Can a student return a used book?

Yes! The same return policy applies to used books, so don’t be afraid to select a used textbook.

Does the Antelope Bookstore provide textbook rentals?

Yes! Rent-A-Text is the bookstore’s new textbook rental program. Some titles you may adopt are available to students through the Rent-A-Text program, which enables students to rent their books and save up to 50% off the cost of buying new.

How do I check to see if my textbooks are available for rent?

1. Visit www.rent-a-text.com
2. Click on the “Faculty” link
3. Search for your title!
What if my title is not currently available for rent?

Antelope Bookstore staff know there are titles that would be appropriate to rent on our campus that are not on the initial “national” list, and have developed a process to add these titles to the program.

For a title to be added, Antelope Bookstore staff will need your commitment to use it at least 4 times (terms), the terms being of similar size/enrollment. The terms do not need to be consecutive. While staff are pleased to consider any title you propose, there are some titles that will not qualify for rental based on the following criteria: Consumable (single use) materials [e.g. pass codes to on-line products, workbooks, working papers, etc.]

Does the Antelope Bookstore offer eBooks?

Yes! The Antelope Bookstore utilizes a digital textbook (or eBook) platform known as CaféScribe. CaféScribe offers digital textbooks that meet the needs of today’s tech-savvy, time-strapped, budget-conscious student. More than just an online version of a traditional textbook, CaféScribe digital textbooks extend faculty and student collaboration beyond the classroom, with powerful features such as:

1.) Instructor customization capabilities
2.) Interactive note-taking and collaborative learning opportunities
3.) Instant search of text, notes and supporting documents

CaféScribe currently offers titles from more than 25 publishers, making it possible to preserve faculty choice. Antelope Bookstore also provides local and personalized technical support and customer service for students and faculty at no charge.

Is a student’s access to CaféScribe limited to a single reader or computer?

No! Students have the freedom to use their CaféScribe digital textbooks on multiple computers, giving them flexibility to access their course material in class, at a study session at the library, online or offline.

Does the Antelope Bookstore offer students an easy way to evaluate CaféScribe?

Yes! The Antelope Bookstore offers a try now, buy later, 7-day free trial.

What is the best way for students to search for books?

Subject, course and section number. This can be done in store or via the web at www.antelopebook.com.
What should I do if the Antelope Bookstore doesn’t have the book a student needs?

If a student is unable to find a required book, the book may be a course pack or is privately published. Please check with the bookstore manager, Matt Hanson, 308.865.8555, to assist in the search.

How is the University addressing recent Higher Education Opportunity and Affordability Act legislation?

The Higher Education Opportunity and Affordability Act (HEOA), mandates that each and every institution of higher education provide accurate and transparent course material information via their online course schedules.

UNK and the Antelope Bookstore have implemented bookLook on the MyBlue portal. Students can access bookLook after they log in. By selecting the term, department, course number and section students can retrieve pertinent text information. The information should contain:
Title:
Author:
Edition:
Copyright Year:
Publisher:
ISBN:
NEW Price:
USED Price:

Where do I find a book’s ISBN number?


How do students purchase textbooks from the Antelope Bookstore?

Textbooks can be purchased in store (lower level Nebraskan Student Union) or online at www.antelopebook.com.

What should I know about textbook buyback?

Students can sell back their unwanted textbooks any day the Antelope Bookstore is open. The Antelope Bookstore will offer students cash for books at the current market value. During major buyback periods, Antelope Bookstore may offer up to 50% of your money back.
What factors affect textbook buyback prices?

Factors used to determine the cash value of used textbooks are as follows:

Condition – Any book being sold back must be in good shape, with binding, covers and every page intact. Excessive highlighting, underlining or other markings may decrease a book’s buyback value.

Course Materials Orders – If an instructor has requested a textbook for next term, then the value increases. Books falling into this category may be worth more and get students a higher percentage of the original purchase price. Generally speaking, textbooks will be purchased until Antelope Bookstore reaches the amount staff thinks they can resell.

Overstocks and Current Editions Not Being Used on Campus – If Antelope Bookstore staff have reached their limit on a particular title for next term, or if a student’s book has not been requested for next term and is a current edition, staff may still purchase it based on various criteria including national demand and the needs of other bookstores.

Is there a way for students to see current buyback prices?

Yes! By accessing the Antelope Bookstore website, students can check to see the buyback value of their textbooks. Student’s should follow these steps:
1. Log on to: [www.antelopebook.com](http://www.antelopebook.com)
2. Click on the “Textbook Buyback” button
3. Click on “Sell your book(s)”
4. Enter the ISBN number (the numbers associated with the bar code)
5. Click on the “Add Book to Quote” button
6. Repeat if needed
7. Click on “Complete Quote”

What is the contact information for Antelope Bookstore?

Matt Hanson, Store Manager
hansonmr@unk.edu

Jill Eickoff, Textbook Manager
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Antelope Bookstore
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WHY EXCLUSIVE SERVICE CONTRACTS:
Administrators in higher education make determinations about campus services considering various factors. In this document, I have highlighted reasons for choosing single vendors as opposed to multiple vendors for certain services. Exclusive service contracts are usually considered for services such as bookstore, food, vending (snacks, soft drinks, laundry, etc.), cable, sport complex concessions, etc. The primary reason that institutions of higher education choose to outsource these services is grounded in two considerations. First, is the lack of campus expertise. Institutions of higher education are replete with individuals who have academic backgrounds. Teaching and research are fundamental to most individuals employed at institutions of higher education; however, experience in managing competitive business enterprises is not as common. Second, the location of a campus and the size of the community is the other major consideration. This is not to say that campuses do not manage these types of operations, but if they do it is because they are in a geographic location where a pool of talented individuals is readily available.

In 1997, a task force was appointed to look at outsourcing for the University of Nebraska System. The University of Nebraska Outsourcing Process Team did a thorough job in looking at options and why outsourcing should be considered for the system. The team was to "consider more outsourcing of business and support services and investigate more partnership opportunities with private industry as well as with other universities and governmental entities." The key outcomes of the work from this team were as follows:

- **Outsourcing**: Refers to the decision to contract with an external organization to provide or manage the provision of a traditional campus function or service. Effective outsourcing agreements require effective business partnerships.

- **Maximize returns on internal resources by concentrating investments and energies on what the enterprise does best.**

- **Full utilization of external suppliers' investment, innovation, and specialized professional capabilities that would be prohibitively expensive or even impossible to duplicate internally.**

- **In rapidly changing marketplaces and technological situations, this joint strategy decreases risks, shortens cycle times, lowers investments, and creates better**

  • Result: **Responsiveness to customer needs.**

In this document, I will address the specific reasons and benefits that Business & Finance evaluates in answering the questions as to why the bookstore and food service operations are outsourced on an exclusive basis. It should also be noted that in the state of Nebraska, public
institutions are required by law to provide books for students enrolled at their campuses. Also, these are both volume based contracts. Contract prices negotiated are based on the projected volume given the population of faculty, students and staff as well as campus activities.

**Bookstore Operation & Services**

- Service to the institution – contract providers bring an array and depth of services to a campus. New books, used books, rental books, e-books, supplemental materials, soft goods, school supplies, gift items, graduation rings, invitations and gift items. We have access to national contracts and pricing as well as used book vendors that can save students money.
- Website technical support.
- Experienced management team and access to corporate expertise to address any campus matters regarding their services.
- Financial support for the enhancement of the sales floor of the bookstore.
- Design consultants that develop plans for store layout and future enhancements.
- Support of the academic mission by providing book scholarships that are awarded through Financial Aid.
- Proficiency in ensuring institutional compliance with state and federal law.
- Recent changes to HEOA are a perfect example where our partnership with Follett saved the institution thousands of dollars.
- Financial support by providing the institution with commissions that are deposited in the Revenue Bond Fund which supports student and administrative activities.
- Support of academic, staff and student events by contributing products of merchandise.
- Provide employment opportunities for students (20-25) and members of the community (5).
- Operational efficiency of working with one service provider.

**Food Service Operation & Services**

- Services to the institution – contract providers are experts in all three areas of the most common type of food services provided, e.g., residential meal plans, catering and retail operations. The residential meal plan is tailored to support the institution’s housing program. Catering allows the campus to consistently provide services ranging from elaborate, high end dinners to snacks for meetings. The institution invests in linen, china, crystal and silverware and equipment to ensure the consistency in presentation. Retail operations area also provided for faculty, staff, students and visitors.
- Access to national contracts and services.
- Experienced management team and access to corporate expertise to address any campus matters regarding their services.
- Financial support for enhancing the food service facilities in multiple locations on campus.
• Design consultants that develop and implement enhancements to the food service eatery areas as well as kitchen operations.
• Ongoing funding for equipment needs.
• Support of the academic mission by providing an endowed scholarship fund for students.
• Financial support by providing the institution with commissions that are deposited in the Revenue Bond Fund which supports student and administrative activities.
• Support of academic, staff and student events by contributing product and labor.
• Provide employment opportunities for students (84) and members of the community (210).
• Operational efficiencies: annual negotiations for pricing which saves staff time, annual surveys for price comparisons for catering and retail services, single vendor on campus as opposed to multiple vendors and vehicles on campus, payments to one vendor as opposed to maintaining multiple vendor records, annual service evaluations, etc.
• Proficiency in ensuring institutional compliance with state and federal law.

The food service contractor has provided us with services even though our volumes have declined beginning a few years after bidding on the contract. This is the first year where we have experienced a significant increase in board residents but we have to wait until we can evaluate both the fall and spring numbers before we know if we are making forward progress and then we have to wait to see what our experience is for future years.