

About the Greener Bookstore

The Greener Bookstore is wholly owned and operated by The Evergreen State College since 1971. All proceeds directly support student services, facilities, and programming.

The Greener Bookstore is an educational resource that provides students, faculty, staff, and community members with a variety of quality products and services at competitive prices. Collaborating with faculty, our textbook section is like being in one of the most unique libraries in the northwest. We supply general interest books including works of faculty, alumni, and local authors. The Copy Center is located in the bookstore and serves the entire campus community. The store carries a full line of gift items, office supplies, computer equipment, and the largest school art section between Portland and Seattle.

The Greener Bookstore serves an intrinsic part of the college's academic mission, extending beyond the simple exchange of product and services for money. We promote student development by employing students and offering life and career training that will complement their academic pursuits. The Greener Bookstore's financial success allows us to employ work study students and generates funds for other student activities. We are dedicated to providing services that enhance academic learning, and are actively engaged in campus programs and activities that promote student success.

We are here to help.

Services and Programs for Evergreen Faculty



The Greener Bookstore
The Evergreen State College



Textbooks
Custom Course Materials
Custom Art Supply Kits
Custom Kits
Support for Authors
Special Events

we are here to help you and your students succeed

Tel: 360-867-5300

The Greener Bookstore
College Activities Building,
2nd Floor
2700 Evergreen Parkway NW
Olympia, WA 98505

Phone: 360-867-5300
Fax: 360-867-6793
www.greenerstore.org

Early Textbook Orders Save Students Money

Submitting your order by the due date has a direct effect on our ability to get the right textbooks and other materials in the quantities students need. It can also effect the price of s and the ability of your students to save money.

Textbook order due dates:

Please refer to The Evergreen State College Greener Bookstore website under Textbook / Faculty Resources
<http://www.greenerstore.org/>

Textbooks Questions

Why should I use the campus bookstore?

We're responsible for keeping all course materials information and displaying it to the students. We need to have copies of all required program/course materials available for those who wish to purchase or rent here. *The Bookstore and faculty work together to meet the requirements of the Higher Education Opportunities Acts. See the Faculty section of our website*

I'm sending my students online to get their books, so I don't have to submit an order, right?

There are many students on campus receiving outside funding for their education—through VA, DVR, scholarships , and more —that can't go online

to purchase their program/course materials. The bookstore is responsible for making sure that any student can get access to all required materials

Why are textbook orders needed months in advance?

The earlier we have completed information in hand, the better our chances are for success. **Each quarter we must return the unsold textbooks to the vendor for credit at the end of the 6th week.**

With timely orders, we are able to:

- Reduce the costs associated with returning and then reordering books if we know a book is being reused. This means more dollars stay on campus.
- Eliminate problems ahead of time by verifying the availability of the book(s) and determining if a new edition has been released.
- Secure used copies of out of print or out of stock books, or provide you with the opportunity to select a replacement title.
- Identify publishers such as overseas presses that have unique situations that require additional time to receive.
- Provide students with a greater selection of used books which will save students 25% or more off the publisher's new price.
- Increase the amount of money students receive in buyback at the end of the term if the same books are used again.
- Sell books at lower prices and make more books available for rent. Because of the time and labor involved in our sourcing activities, late orders generally equal higher prices for your students.
- Ensure the timely arrival of packaged or bundled books, as they can take up to eight weeks longer than a traditional book to arrive.
- *Meet and exceed the requirements of the Higher Education Opportunities Act (HEOA) of 2008 and 2010.*

How do I submit my textbook information?

Go to your my.evergreen.edu account click on textbook order form.

What if I have to submit order information after the deadlines?

We will always do our best to accommodate late information for textbooks and custom publishing, and we will still do everything we can to have the books in the store ready for students before classes begin.

What if I need a book before the first day of class?

Please identify the first book you will use in the quarter, so we can make sure we have it in stock. Let us know if you are requiring a title to be read over the summer or during a break so we can have the book in-stock when your students need it and sign it appropriately.

What if I require non-text items such as technical or art supplies for my course?

Simply include the information with your textbook order. Our supplies department will stock any technical or art materials you may need for your program or course, whether it is drawing paper, safety goggles, art supplies, or packaged kits. Contact our supplies buyer for more information.

How can I speed up the process?

We are happy to accept your book requests piecemeal. If you are not sure of all the books you will need for a course, please submit the titles that you are certain of. Just note on your request form that more titles may be requested later. It is very important, however, that you do not include titles that you may not end up using for a course.

How do I request a desk copy?

Desk copies are typically available directly from publishers to individual faculty members. However, we will gladly assist you with publisher information such as addresses, phone numbers, and sales representatives that service Evergreen. In those

instances when publishers will not provide desk copies, or if your desk copy has not arrived by the time you need it, we will loan you a copy (if available) of the book. When we supply the book, a charge will be posted to your program budget. Loan copies must be returned within 30 days. When you return the book we will credit your account.

Why don't you have enough books for my class?

Textbook ordering is based on expected enrollment versus actual enrollment months before an academic quarter begins. Late registration during the week prior to a quarter and into the first week of a quarter often expands enrollment beyond original expectations. Consequently, shortfalls in textbook inventory arise, primarily due to over-enrollment situations.

What happens when you run out of my books?

We are well aware of, and expect, out-of-stocks to occur; therefore, we meet the challenge by monitoring enrollment levels during the first week of the quarter to identify shortages and initiate reorders where appropriate. The buyer will contact you for an estimate of how many students still need the title. Reorders are rush shipped and usually arrive within 4-5 days. When reorders arrive, we contact the appropriate faculty member who is then able to make an announcement to his or her students regarding the availability of the textbook.

My students are telling me you don't have a book for my class. Why?

Students will often overlook shelf-tag information and assume their class does not require a textbook. However, the primary reason may be that we do not have a textbook order on file for your class. If the latter is the case, and you do require a textbook, simply call our textbook buyer and we will gladly process your order on a rush basis.

What is the latest possible date to order a textbook for my class?

If you are hard-pressed and cannot place your order on time, in most circumstances, we can process your order and have it available within 3 weeks. Please communicate with the book buyer for faster solutions. (Rush fees may be applied to your org.)

Who decides which edition to order?

You decide by including the edition on your order form (As long as the edition you want is available). If you are interested in the latest edition, simply note "latest edition" on your order form. If we discover that a newer edition is available, superseding your request, we will contact you to see if you would like to roll into the new edition.

Will someone contact me if my books don't arrive in time for my class?

Yes. This often occurs due to publisher back orders or out of stock situations.

Contact our book buyer for:

- Trouble with the Textbook form in your my.evergreen.edu account.
- Need a PO for ordering Desk Copies.
- Need to contact a publisher's sales rep.

Need additional resources?

Faculty Center <http://www.facultycenter.net/>

Custom Course Packs

Course packs allow you to select and compile only those readings and materials that you plan to use during the term. Students benefit by paying only for materials that will be fully used in the program/course, rather than investing in several books in which only a handful of chapters

might be covered.

Textbook Rentals

This is an economical way to help reduce the costs of college for students. Rental books are highlighted by a shelf tag showing the Rental price and Purchase price for New and Used books. If you would like to know if any of your titles are rentable, please contact our book buyer.

Faculty Authors

We're pleased to carry the works of Evergreen faculty authors but must rely on you to notify us of titles you've authored and/or upcoming releases. Simply contact our book buyer with the ISBN of your publication.

Apparel & Gifts

The Greener Bookstore is committed to providing the Evergreen community with a broad selection of high-quality Evergreen apparel and gifts. For conferences, years-of-service awards, reunions, and thank-you gifts, we can source the items that will help make your event or gift uniquely Evergreen. Just give us a call and we can give you a quote.

Additional Store Services

- Snacks, office and art supplies, and dozens of helpful convenience items
- Copy Center <http://www.evergreen.edu/copycenter/>
- Faxing services
- Shipping services
- Postage stamps
- Greeting cards
- Store gift cards

Planning a special event?

Contact us

Faculty Meeting Space

Contact us, we now have a conference table located in our textbook area for small meetings.