

Procedures for Disseminating Modules and Textbooks Across CAAHE Institutions
Gathered by IPD for Institutional Representatives Meeting
January 27-28, 2006

Institution	Student Modules	Faculty Modules	Notes on Modules	Textbooks	Notes on Textbooks	Vendor
Albertus	Download		In orientation courses, students receive hard copy first night	Staff orders and delivers	Staff member orders books and delivers to students	
Aquinas	Delivered on CD	Emailed	Delivered to students on CD (4 courses at a time); emailed to faculty	Staff orders	Staff member orders books; students pick up at college; books delivered to students at satellite locations; books are leased to students (with option to buy)	
Averett	Download			Students order	Students order own books	Missouri Book Service
Baker	Hard copy delivered			Staff orders and delivers	Staff orders books and delivers to students	
Belhaven	Download			Staff orders and delivers	Purchased through university bookstore; college distributes to students	
Cardinal Stritch	Hard copy delivered	Hard copy delivered		Staff orders and delivers	Staff member orders books and delivers to students (College uses it as a profit center)	
Centenary	Download	Download		Students order	Centenary's Web site has links to places where students can order books, including college bookstore	Follett
Cornerstone	Hard copy delivered	Hard copy delivered		Staff orders and delivers	Staff member orders books and delivers to students; online students order own books	
Gwynedd-Mercy	Faculty provide to students			Students order	Students order own books	

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Hope	Download	Emailed		Staff orders and delivers	College orders books and mails to students	
Indiana Wesleyan	Hard copy delivered		Mostly by courier or USPS; in Blackboard-assisted courses, students download	Staff orders	Our Textbook Distribution Dept orders the books/course materials per Gantt Chart dates set by the Program Directors	
Montreat	Hard copy delivered	Mailed		Mixed	Gantt Chart dates set by the Program Directors.	MBS Direct
Ohio Dominican	Emailed	Emailed	Hard copy in first course	Students order	Students order through university bookstore; students can pick up or request that they be shipped	Follet
Olivet Nazarene	Download	Emailed		Students order	Students order own books, can do so through university bookstore but don't have to	Hames/Follet
St. Gregory's	Emailed or delivered on CD	Emailed	Some faculty still mailed a hard copy	Students order	Some order through college bookstore, but don't have to	Founders bookstore
Shorter	Download	Emailed		Students order	Students order by phone/online; books shipped to them	Davies Higher Education Services
Southern Wesleyan	Hard copy delivered or mailed	Hard copy mailed	Plan to move to CMS within next few months for students to download and will email to faculty	Staff orders and delivers	95% are delivered to sites; rest are sent UPS to students	
Thomas More	Download; hard copy		MBA students download; other students get hard copy	Staff orders and delivers	Staff orders books and delivers to students	

Institution	Student Modules	Faculty Modules	Notes on Modules	Textbooks	Notes on Textbooks	Vendor
Warner Pacific	Emailed	Emailed	Emailed to students one week before class start; emailed to faculty when sign contract	Staff orders and delivers	Purchased through university bookstore; college distributes to students	
William Penn	Provided by faculty		Mixed: request faculty to provide modules electronically (via email or on CD) but not all do	Staff orders and delivers	Purchased through university bookstore; college distributes to students	College Book Stores of America