

Dear Marian student and parent(s):

Although summer is in full swing, it's never too early to start planning for an exciting new year at Marian. Marian's book-buying day will be **Thursday, August 14, 2008**. Prior to book buying day, each student will have her books pulled and bagged by someone at school. A lottery will determine the order in which books will be bagged. More information about the book buying process as well as a course schedule, a textbook/supplies list, and a response sheet are included in this packet. **PLEASE READ ALL MATERIALS CAREFULLY.**

Study the textbook/supplies list carefully and complete the following items on your response sheet:

- 1. List any titles that you do not wish to purchase.** If there are any textbooks or supplies that you **DO NOT** need to purchase from Marian, please place a checkmark next to the title on the list of books. This also applies to any text or supply that is marked as "optional" as well as books that are used in successive classes (Latin 3 or Algebra 2 books, for example). All books will be bagged unless specified. Be as accurate as possible when responding. There is a \$2.00 restocking fee for most returned books. This fee is described in more detail on the enclosed FAQ sheet.
- 2. Note any changes in your schedule.** If you notice any difference between the courses listed on your schedule and the courses listed on your book list, or if you are planning to change your schedule, please indicate so on the response sheet. If you are planning to change your schedule, you must meet with your counselor when she returns to Marian beginning **Wednesday, August 6, 2008**. *Please note: Your schedule will not officially be changed until you meet with your counselor.*
- 3. Specify gym uniform sizes and dance shoes size, if needed.** If you are enrolled in a gym class, your gym uniform can also be bagged at the same time as your books. Please mark the size you need for all pieces of clothing on your response sheet. Also, if you are enrolled in Ballet & Tap and need to rent shoes for the class, please indicate your shoe size on the sheet.

The Bible sold to freshmen is The Catholic Youth Bible, NRSV revised by Saint Mary's Press. This Bible will also serve as their religion textbook; therefore, **all freshmen are required to use this Bible**. If you already have this version, please indicate on the response sheet that you will not need it. All freshmen are also required to purchase a Marian assignment notebook and the study skills pamphlet, How to Get Good Grades.

If you are enrolled in an art class, you will purchase a "coupon" for your art supplies with your books. You will redeem this coupon in your art class for your supplies.

It is crucial that you complete the enclosed response sheet and return it no later than July 9. If you cannot return the sheet by this deadline, please return it as soon as possible. Your books will still be bagged and ready for you to pick up on book buying day. You will, however, be at the end of the lottery list. *Keep in mind that your chances of purchasing all used books increases when you respond early.*

Please return the response sheet to Marian or use the enclosed envelope to mail it to the school.

There are also opportunities for students to assist with book buying. Please read the enclosed responsibilities sheet very carefully for more information and for details of how to sign up to work.

If you have any questions regarding book-buying procedures, please call 571-2618x143 or email bookst@marian.creighton.edu. More information is also on our website: marian.creighton.edu/~bookst.

Thank you,
Lisa Schmidt, Bookstore Coordinator

Student Book-Buying Workers

Job Description

Students have the opportunity to work during the book buying process. Those students who sign up to work during book buying will receive an hourly compensation to be applied toward their tuition. The students will have no special privileges in choosing books, however. They are subject to the lottery like other students.

Listed below is a description of some of the tasks that the students will be responsible for each day. It is important to realize that there will be some heavy lifting since textbooks will need to be moved. **Only those students who are responsible and willing to work hard should consider working.** Students do not have to sign up to work each day.

If you are interested in working, please call Julie or Rachel at the main office at school (571-2618 then dial 0) to sign up. Selection of workers will be on a first come, first serve basis. If you are selected to work, please meet in Room 119 at the times listed below and be sure to wear comfortable shoes. **You are expected to be on time!**

Wednesday, August 13 (8:00 am – 4:00 pm)

50 - 60 students needed

(open to any student, 9 – 12)

- Move all new books from room 119 to the cafeteria
- Move all books from the Bookstore to the cafeteria
- Organize books in cafeteria neatly on the tables
- Pull books from tables according to the book list and put in a bag
- Take bag of books to the clerk to check
- Wait while clerk verifies the books are correct
- Carry books to holding zone supervisor
- Return remaining books to the bookstore
- Prepare tables for book buying day

Note: Lunch will be provided for those students working on this day.

Thursday, August 14 (8:00 am – 1:00 pm)

10 – 15 students needed

(open to 10th – 12th graders only)

- Get bag(s) of books from holding zone and take to cashier
- Move tables for school on Friday

Note: Lunch will be provided for those students working on this day.

Please note: All ending times are approximate. We may finish earlier or later than the specified time.

Book Buying FAQ (Frequently Asked Questions)

What do I need to do first?

Carefully look through the enclosed book list. If there are any books that you DO NOT need to purchase from Marian, list them on the response sheet. If there are any courses (especially second semester courses) that you are planning to drop, please include those titles in the list of books that you do not need.

When does the response sheet need to be returned?

The deadline is **July 9**. However, the earlier the sheet is returned, the better chance your lottery number will be low. A low number increases the number of used books you will receive. If you miss the **July 9** deadline, please return the sheet as soon as possible. Your books will still be bagged prior to book buying day.

How does the lottery work?

All the books that you need will be bagged before school begins. The order that the books are bagged is based on a lottery. The first lottery drawing will be from all students who have returned a completed response form and will take place a week after the book packets were mailed. This drawing will mark the beginning of the lottery list. Other drawings will be held every couple of days until the **July 9 deadline**. Any students who have not returned their response sheets by **July 9** will be randomly added to the end of the lottery list. ***All students' books will be bagged regardless of whether the response sheet has been returned.***

How are textbooks categorized?

Textbooks are classified as new, reconditioned, excellent condition used, good condition used, or fair condition used. Reconditioned textbooks have been purchased from a used-book company rather than from the publisher. These books are in like-new condition and are sold at the same price as the excellent condition used books. The selling prices of used books are based on a percentage of the new book price. Excellent condition books are the most expensive followed by good condition and then by fair condition. While fair condition books are the least expensive used books, it is important to note that some of these books may be close to their last "usable" year. ***Be sure to keep your books in the best possible condition that you can. This will ensure that you get the most money back for them when you return them in the spring.***

Do I have to purchase my books from Marian's Bookstore?

No, you do not have to purchase your books from the bookstore. The bookstore makes every effort to maintain lower book prices and to provide Marian students with a convenient place to purchase their books. However, if you would prefer to purchase your books through another venue, you are free to do so. You should still return your response sheet indicating the titles that you will not need to purchase from Marian's Bookstore.

When do I pick up my bag of books?

You may pick up your books on **Thursday, August 14** following the times given in the table below. You will also pay for your books at this time. (For book buying day, you may pay with cash, check, or credit card)

NOTICE: Students cannot purchase their books for the 2008-2009 school year until their tuition accounts are set up and current as of August 14.

| | | |
|-----------------------|----------------------|-----------------------------------|
| Grades 10 – 12 | 8:30 – 9:15 | Last names beginning A – E |
| | 9:15 – 10:00 | Last names beginning F – K |
| | 10:00 – 10:45 | Last names beginning L – P |
| | 10:45 – 11:30 | Last names beginning Q – Z |

| | | |
|----------------|---------------------|--|
| Grade 9 | 12:00 – 1:30 | All students after orientation <i>(To save time after orientation, freshmen parents may also purchase books while their daughter is in orientation by following the grades 10 - 12 schedule above.)</i> |
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(Continued on the back)

What should I expect to pay for my textbooks?

It is very difficult to predict the price of your textbook bill because of the varying levels of used books, number of new titles required in your classes, and varying amounts of credit received from books that were returned at the end of last year. Last year the average freshmen book bill was about \$430, ranging from \$50 to \$600, and the upperclassmen book bill averaged about \$230, ranging from getting nearly \$200 back to paying \$580.

Please remember that these are only averages; actual book bills will vary and are difficult to predict. Your actual invoice total will not be available until late afternoon on the day before Book Buying Day.

What should I do after I purchase my books?

Before leaving school on book buying day, compare all materials in your bag with those listed on your invoice.

If you notice anything missing, bring it to someone's attention immediately (before you leave the building)! KEEP YOUR COPY OF YOUR RECEIPT. It will be required for any returns or exchanges that may be necessary in the first few weeks of school.

What if I was given an incorrect book?

If the wrong book was placed in your bag, simply bring the book and a copy of your receipt to the bookstore within the first two weeks of school. If we have the same book (same title, same condition) that you were charged for on your receipt, we will simply exchange the incorrect book for the correct one. If we do not have a book in the same condition as on your invoice, we would refund the amount on the invoice and you would pay the amount of the book that we have in stock.

What if I received a book that I no longer need?

You may return any book as long as you have your receipt and return it within the first two weeks of school. There will be a \$2.00 restocking fee in most instances, however. If you received an incorrect book (as mentioned above) or you need a different book because of a schedule change, you will not have to pay the restocking fee. You will also not be subject to the restocking fee if you indicated on your response sheet that the book was not needed but received it anyway. All other returns will be subject to the \$2.00 fee.

Any other helpful suggestions that you may have?

After you are sure that you have the correct books, be sure to write your name, current year, and your homeroom in each book. Also, **keep your books in LOCKED lockers.** The bookstore is not responsible for any books that are lost or stolen. If you find that a book is missing, please be sure to check the lost and found by the main office and all your classrooms. At the end of each school year, many unclaimed books are returned to the bookstore from classrooms and the lost and found.

If you have any other questions, please leave a message at 571-2618x143 or send an email to bookst@marian.creighton.edu.

More information, including approximate textbook pricing, is also available on the bookstore website: marian.creighton.edu/~bookst.

Marian Book Buying Response Sheet

Complete & return by July 9.

Student Name: _____ Grade: _____ Phone: _____
(Please Print Clearly)

RETURN NO LATER THAN JULY 9, 2007

Please select one of the following:

- I will be purchasing ALL textbooks/supplies listed.

- I will NOT need to purchase the books that are checked on the back of this sheet.

If available, my first choice for textbook preference would be: *(please select only one)*

- New Only
- Used (Excellent)
- Used (Good)
- Used (Fair)

More information about book condition is on the enclosed FAQ sheet. If no box is checked, excellent condition books will be bagged.

If you plan to change your schedule, please indicate which courses will be affected below.

If you need to change your schedule, meet with your counselor when she returns to Marian beginning Wednesday, August 6.

MARIAN ASSIGNMENT NOTEBOOK

All freshmen are required to purchase a Marian assignment notebook. However, it is optional for upperclassmen. Please mark the box below if you DO NOT wish to purchase an assignment notebook.

- I will NOT need a Marian assignment notebook.

MARIAN GYM UNIFORM & DANCE SHOES

Please indicate the size of each item that you would like to purchase on book buying day, if needed. Sizes are adult sizes. *Only one of each item per student.*

Gym T-shirt

- Small
- Medium
- Large
- XL
- XXL

Gym Shorts

- Small
- Medium
- Large
- XL
- XXL

Sweatpants (Optional)

- Small
- Medium
- Large
- XL
- XXL

Dance Shoes

Shoe Size: _____

**Available in whole or half sizes*

Please sign & return by July 9 to Marian, Attn: Book Buying, 7400 Military Ave, Omaha, NE 68134

Signed: _____
(Student Signature)

Signed: _____
(Parent/Guardian Signature)

Date: _____