



Panther Prints | Bookstore Process



Portland Community College Print Center • Sylvania Campus • 12000 SW 49TH AVE, CC116. PORTLAND, OR 97219

Hours: Monday-Friday 7am - 4pm (closed holidays) | www.pcc.edu/print | 971.722.4670 | printcen@pcc.edu

Did you know that you could have your class materials and electronic OER packets published and made available for purchase at the campus Bookstore? Do you have materials ready and are unsure what to do next? We have created this guide to help you through the process, so that you and your students can be ready for class on day one of every term.

In this guide, we will go over the 4-step procedure, explain the steps, then we will address frequently asked questions to help you understand the process more clearly.

Bookstore Materials Procedure - New or Edited packets (4-step version)

1. Contact the Print Center to assign a file number to your new or edited packet.
2. Submit your adoption request with the Bookstore, by the requested deadline.
3. Submit your print-ready PDF to the Print Center, using the Project Order Form.
4. The Bookstore will place the orders with the Print Center for student copies.

Bookstore Procedure (Expanded version)

Assigning a file number

If you have a new packet, or have made edits to a pre-existing packet, you will need to request a file number for the new/edited item. You will need to contact the [Print Center](#) to assign a file number to the packet. You will need to provide us with a class identifier (ie MTH 203), a title for the packet (ie Course notes & labs), and we will need to know the Author or contact for the packet (so we know who to contact in case step number 3 has not been completed by the deadline).

Submitting your adoption to the Bookstore

Once you have a file number assigned, it is your responsibility to [submit your adoption request to the bookstore](#). You will need the file number the Print Center assigned. You will need to request the item for each class number/CRN that will be using that content. You can use that same file number for each term you will be using the same content, be sure to submit your adoption request each term.

Submitting your document to the Print Center

When your document has been created, reviewed, and finalized into a print-ready PDF, it is ready to be submitted to the Print Center. [Using the Project Order Form](#), note the assigned file number in the Project Name box, and upload the PDF to the form. If you cannot upload the PDF due to size, finish filling out and submitting the form. Then send the file to printcen@pcc.edu. All bookstore packets are required to have a cover and it is recommended to select a bindery. Please select a bindery and cover stock when filling in the packet. If you do not select a cover or bindery option, the cheapest options will be selected for you. Before you submit your order, input the number of Instructor copies you will need. Do not request student copies on the order form, the Bookstore will take care of those.

The Bookstore orders student copies

If you have followed steps 1-3, your job is now complete for this term. The Bookstore will now create a mass order for us to begin production. They order based on the enrollment for each CRN that has requested adoptions in their database.

Frequently Asked Questions

Getting Started

Q: Who do I need to contact to assign a file number?

A: Contact the Print Center to request a file number. In particular, contact our [Bookstore Liason via email](#). Please do not call for a file number, email records help us to keep track of requests and work as a backup reference.

Q: When are the deadlines typically?

A: The Bookstore adoption deadline is typically the 2nd Friday of the term preceding the term you need your packet to be available in the bookstore. Finished documents should be to the Print-Center by midterms. Fall term deadlines are the 1st week of July for adoption requests, and the 3rd week of July for document submission.

Q: Why is the deadline for adoption requests so early?

A: The Bookstore adoption request is not only for these self-published packets, they are also for publisher textbooks, that need to be sourced and ordered with plenty of time before students start buying for the next term.

Q: Is there any wiggle room for the deadlines?

A: There is a little wiggle room, but not a lot. Late submissions can cause delays in yours and other instructor packets. Please understand, we try to keep the process for the instructors and students as simple as possible. Behind the scenes it is an involved and complicated process. We must compile the lists of requested items, pull class enrollment numbers, balance budgets, update or set up cost estimates for new or existing packets, set up the printers for each file's printing specifications, print the packets, bind packets, quality check, pack for transfer between locations, input to the sales system, and stock the store. These tasks are handled by a small team of employees, and we oversee the production of these materials for all campuses across the district. That is in addition to our everyday printing and business tasks.

Q: We share a materials packet across several classes, do we have to request file numbers for each instructor?

A: If your team is sharing a packet across several classes, only one file number is suggested. Please make sure one person is delegated the task to request a file number, and that person should communicate that file number to all instructors that will be using that packet. You will need to make sure to report each CRN that will be using the file to the Bookstore, so that enough copies are requested.

Q: I have a textbook that I need to have ordered from a publisher, who orders those?

A: Submit your [adoption/order request to the Bookstore](#), the Print Center does not order textbooks from publishers.

Q: Can I request a printed proof before approving Bookstore production?

A: Absolutely. However, if you request a proof, we will not produce any prints of this document for the Bookstore until you have approved the proof or submitted a new document to us to address any errors in the materials. Please do not procrastinate during your proof review. Also, proofs are not automatic (at this time) due to many factors, we do not consider a request for an "Instructor copy", as a request for a proof. If no official "proof" is requested, we will proceed in printing Bookstore requests, without waiting for a review of the content.

Q: I want to assemble my materials, but I don't know where to begin, can the Print Center assist me?

A: We can, to a limited capacity. We can offer you assistance with basic set up needs, recommended margins and image quality, and what programs are best to create your packet. Unfortunately, we do not have templates for materials packets, and we are unable to assist with the design.

Q: I don't know if I will have a class yet, shouldn't I wait until I know?

A: You do not need to have an assigned class to start the process. We recommend that you start by requesting a file number, and create a title for the packet. A file number will never expire. If you request a file number and are unable to start the work on your document until two terms later, that is absolutely fine. Many instructors request a file number, then submit their adoption request to the bookstore each term over several terms, before they have a document ready to be printed. It is easier for the Bookstore and Print Center to cancel an order, than to add one later in the term.

Mindful planning

Q: How can I keep the cost of my materials packet/book low for the students?

A: Here are some tips to printing your materials at the lowest costs.

Tip #1: Grayscale printing only or limit your color prints. Color prints cost more, and they add up quickly.

Tip #2: Only print what your students need for the immediate class. Does your packet contain materials that span multiple terms? Can your packet be divided into separate term specific packets? Yes, it may end up being a little more overall, but if a student only takes one term of your course, the cost will be exponentially less. Also, it's much cheaper if the student needs to request a replacement copy.

Tip #3: Reduce add-on inserts and finishing. Can you replace your tabs & index dividers with colored bond paper, or do you need them at all?

Q: What types of binding do you offer?

A: We offer coil binding, perfect binding, 3-hole punch with shrinkwrap, and pad binding. Coil binding has either heavy paper stock covers or can have clear or black plastic covers, it is bound like a spiral notebook. Perfect binding, is bound like a paperback book. 3-hole/shrinkwrap, loose leaf pages hole-punched for a binder, they are shrinkwrap for the bookstore. Pad binding, like the 3-hole/shrinkwrap, except the shrinkwrap is replaced by an eco-friendly removable strip of glue on the left-side, holding the packet together. Pad binding is not permanent, the pages are meant to come apart and be put into a binder. Pricewise, the padbinding is the cheapest option, while coil binding is this highest priced.

Q: Do you have any best practices to create a packet I can use long term?

A: We recommend the removal of any term specific items and verbiage from the packet. Class packets should not include syllabuses, class schedules, and other content that would need to be updated each term. If you have a few handouts that change each term, opt to print them separately and hand them out in class.

Why should I - can't they - do I??

Q: Why should I offer a printed version of my packet through the Bookstore?

A: It would create a more equitable experience for the student. Not everyone learns in the same way. Some students have difficulty focusing on and do not absorb information as well through an e-reader or computer screen. Some don't have regular access to an electronic device capable to read the book. We recommend giving the students the option to purchase a printed version of your packet, by offering it as Optional through the bookstore.

Q: I use an OER, why can't the student just print it at a lab or through the Print Center?

A: Students are severely limited on the number of prints they can make at any computer lab on campus, so this isn't an appropriate option. Also, while the Print Center can print an OER, it is not recommended, because of timelines. We do try to help as much as we can, but our system can be difficult to navigate for a student. Many students assume that we already have their OER on file, or the students have ask for OER prints to be printed immediately, when we are already overbooked for production. Please remember, that the Print Center is one location that prints for the entire district. It is best that you pre-emptively set up your OER as an optional item through the Bookstore. This will ensure that a couple copies will remain in stock, so a student can pickup a print of the OER the same day they need it. It takes a short time to set up and submit your materials to the Print Center and Bookstore, and we will help you through the entire process.

Q: Why do I need to request a new file number if I made edits to my file, can't we replace the old document?

A: The Bookstore sells all remaining copies of a packet under a file number before requesting any new copies. If they have extra copies of a packet and we just replace the old document, your edits will not be distributed to the students until those old copies have been sold. It is best to request a new file number if your edits will affect your students end up with an old edition. Student affecting edits can range from homework question changes, information updates, and page changes.

Technical Questions

Q: What format should my file be in to submit to the Print Center?

A: PDF - Print Quality. Our printers only take PDF documents, so we would have to convert all other formats to a PDF. Google and Word Documents do not play well when transferred to different computers then converted into PDFs. Please make sure you save your file as a PDF, then make sure you review your PDF before submitting it to us.

Q: Can the Print Center combine several files into one packet?

A: Yes we can, but we do bill for this service. Here are some instructions to [how you can combine files into one PDF](#). You could also use an [online PDF merger through Adobe](#).

Q: Can I take parts of different textbooks and put them together in a custom packet?

A: The Print Center and Bookstore cannot produce packets that contain copyrighted content. If you do not have written permissions from the Publisher and/or Publisher, that you can provide to us for the copies, we cannot do it.

Q: I submitted my adoption request, how can I check to make sure that went through?

A: You should be able to check your adoption request through the [Faculty adoption page](#). If you need confirmation, please email the contact person on that page. The Print Center does not have access to these order databases.

Addressing Rumors

Q: I've heard that the Bookstore marks up the price of a packet to double the actual cost, is this true?

A: This is not true. While technically, yes the Bookstore does have a slight price increase to the production cost, but it is not double the price. The small price increase is to help cover the cost of overhead at the Bookstore, and production of the materials. Sometimes, the price per unit ends up being less than a single copy through the Print Center, because the increased number of copies qualifies the student copies for better price breaks.

Q: Do I need to submit an adoption request for my CRN if someone else has already submitted it for theirs?

A: Absolutely yes. You or your department, are responsible for informing the Bookstore of each CRN that will be using a specific file number. If only one CRN is reported for a packet, the Bookstore will only request enough copies for that one CRN. If you tell your students to pick up a packet without setting up your adoption, there will not be enough packets in stock for all classes that need it, and all classes that use this packet will have this logistical problem. Please make sure the materials for your CRN are ordered so everyone has what they need.

Contacts & Forms

Print Center Bookstore Liason	Angela Bulsiewicz	angela.hooper@pcc.edu
Bookstore Purchasers	Sara Bachenberg Mark Scotti	sara.bachenberg@pcc.edu mscott@pcc.edu
Print Center General Questions	printcen@pcc.edu	
Print Center Order Form	pcc.edu/print-center/ordering/order-printing/	
Bookstore Faculty Adoptions	pcc.edu/bookstore/faculty/	