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Responsible University Office:
Business Services

Responsible University Administrator:
Vice Chancellor, Business and Finance

Policy Contact:
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308-865-8448

Abandoned Textbooks and Course Materials Policy

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Scope

This policy applies to all University Students who purchase Textbooks and Course Materials through the UNK Online Bookstore and have these items delivered to the University Pick-up Location.

Policy Statement

This policy establishes a common procedure for the handling of Textbooks and Course Materials purchased through the UNK Online Bookstore and not collected by Students at the Pick-up Location. Any conflicts or issues arising from this policy and its established procedures will be addressed by Business Services.

Reason for Policy

The University is committed to ensuring the success of Students and providing high standards of customer service within its operations while maintaining sound financial and business practices. This includes the proper oversight and management of assets and abandoned property including Textbooks and Course Materials.

Procedures

The University requires that UNK Online Bookstore Textbooks and Course Materials orders must be picked up from the Pick-up Location by the Student named in the “ship to” field of the order by 5:00 p.m. CST on the final day of the then-current academic semester. The Student’s University identification card or other form of identification is required at the time of pick up. Reasonable efforts will be taken to notify the Student that their item(s) is available for pick up by the UNK Online Bookstore with final notification being provided to the Student five days prior to the Textbooks and Course Materials being considered abandoned.

The University will store the Student’s Textbooks and Course Materials through the stated deadline. Any Textbooks and Course Materials that are not claimed by the Student by this deadline shall be deemed abandoned. After this, the institution has sole discretion to sell or otherwise dispose of the abandoned Textbooks and Course Materials in any manner it deems appropriate and in compliance with applicable University of Nebraska and State of Nebraska policies.

If the University determines that the Textbooks and Course Materials are subject to a rental agreement, the University may, but is not required to, return the Textbooks and Course Materials to the UNK Online Bookstore. The University is not responsible for any additional charges imposed on a Student for failure to return Textbooks and Course Materials subject to a rental agreement.

All Students agree to absolve and hold the University harmless for the abandoned Textbooks and Course Materials.

Students are responsible for payment of their student account balance including any Textbooks and Course Materials charged to their student account through the UNK Online Bookstore charge program.

Definitions

Pick-up Location – the designated location(s) on the University campus for all orders through the UNK Online Bookstore to be shipped; this location is currently the Loper Spirit Shop, 1013 West 27th Street, Kearney, NE 68849

Student(s) – University student and any customer(s) ordering textbooks or course materials through the UNK Online Bookstore and having the orders delivered to the campus pick-up location

Textbooks and Course Materials – textbooks, coursepacks, supplies, and other course materials as required or recommended by respective University courses and order through the UNK Online Bookstore

University – University of Nebraska at Kearney including all colleges, departments, entities, and employees

UNK Online Bookstore – third-party vendor contracted to supply University students with required and recommended textbooks, coursepacks, supplies, and other course materials; this vendor is currently Akademos

Additional Contacts

Subject	Contact	Phone	Email
Policy	Business Services	308-865-8448	contracts@unk.edu
Textbook and Course Materials	Loper Spirit Shop	308-865-8555	bookstore@unk.edu
Student Account Charges	Finance Office	308-865-8524	unkfinance@unk.edu

History

This is a new policy.