

# Bookstore Manager explains ordering procedure

By Terrell Fennell

Each year complaints are lodged by students that the Elizabeth City State University bookstore either does not have books available when classes start or that they do not arrive on time for the first day of classes. These complaints, which cause a complicated scenario, have come from students and some faculty as well.

According to Mr. Pedro Holley, manager of the ECSU bookstore, neither students nor faculty need to experience any

inconvenience at the beginning of the semester if they follow a simple set of procedures.

Each semester the department chairperson is asked to submit a book request based on the number of books that each professor selects and return it to the bookstore. However, we do have some areas who have amnesia and do not get their requests in on time."

According to Mr. Holley, the ordering procedure has the following steps: first, the department chairperson is asked to submit a book request

each semester; second, the chairperson consults each professor in his or her department to select books that are required or have been approved by the University. After the forms are filled out they are sent back to the department chairperson to be submitted to the bookstore. The chairperson's requisition must contain the course number, title, publisher, author, I.D. and ISBN number. In addition to turning in a completed requisition, the chairperson should make an appointment with the bookstore's textbook coordinator to go over each title. This step insures that: the ISBN number is a student's edition and not a teacher's edition; usage is in the United States and verification for upgrade if the book can be used for the next three years. The University approves one book per course, according to state law, Mr. Holley said.

Because the University's Business Office policy requires students to charge books to their accounts, a request to charge it should be made 4-6 weeks prior to the end of the previous semester. This insures that books will be available for students to rent rather than buy, and helps them to save money.

For example, for books that a student would buy at a cost of \$450, the rental cost for students would only be \$110. Pre-paid, pre-registered

students are allowed to pick up their books one week before official registration. Mr. Holley insists that it is crucial for students to take advantage of this opportunity. If they do not, he says, other students who enter into a class after official registration will have the opportunity to get the books of the previously registered students. "I'm just telling it like it is," Mr. Holley said of the procedure.

Most students want their books in the bookstore at the beginning of classes because if they're not it causes a setback for them as well as professors. Because the University has a rental system, pre-paid and pre-registered students can get their books on time. "Each professor would like to start their classes on time but when each students don't have the assigned book, it is somewhat impossible to go ahead and instruct a class," Mr. Holley said that students purposely fail to pick up books on time anyway because when the books aren't in the bookstore on time as an excuse.

"I am encouraging each student and professor to do the assigned tasks given to receive books so that everyone may attend and instruct class accordingly. It takes the help of everyone to stop these alleged book limitations and help ECSU to continue to be a prosperous learning institution," said Holley.

## New parking lot to be built

By Margaret Fisher

The parking situation for students has reached peak disappointment as construction crews have taken over many previous parking spaces. All is not to be despaired, though, because a new parking lot is slowly emerging.

The new lot is being built where the old gravel lot had been, as well as about an equal amount of space from the grass area behind it. The lot will have 120 spaces.

"It will be paved with curb and gutter," said Chief George Mountain. It will also have five pole lights similar to other lighting on campus.

Facilities officials had hoped to have 192 spaces extending all the way to Hoffler Street, but because of the amount of space and close proximity to the road, they would have had to build a retaining pond that would catch run-off water when it rained. To hold expenses down, they chose to make a smaller lot.

Parking improvements have cost Elizabeth City State University \$107,000. This includes adding handicap access and improving the driveway at the Facility and Staff Senates on Harrington and Weeksville Roads. It also includes adding handicap spaces and ramp at Human Resources off the Parkview Drive.

Funding came from Capitol Project appropriations form the state for upgrades, repairs and renovations.

Extreme weather conditions have delayed the project, which was scheduled to be completed in early spring. Rains, snow and ice have held the project back from its estimated completion of 45 days.

Delays were also felt at the con-

struction of an addition to the Vaughn Center. When completed, there will be 30 parking spaces, about 20 less than before construction began.

The deadline was originally scheduled for the end of February and later changed to April. But more than 23 bad weather days have extended the completion date to no sooner than May.

Until construction is complete, students will have to continue to park in designated parking spaces to prevent being towed, even if it means parking further away than before.

"As always, overflow parking for the campus is at the Roebuck Stadium," said Greg Magee, the director of facilities management. "There isn't any place on campus to do it."

Parking regulations are still being strictly enforced. More vehicles are towed on Mondays, Wednesday and Fridays when there are more student on campus. Generally, Campus Police handout 25 to 40 tickets and tow about 5 to 10 vehicles a day.

Chief Mountain said cars that are unregistered on-campus are particularly targeted because of the lack of spaces available for students. They also look for vehicles illegally parked in faculty and handicap spaces, and fire and no-parking areas.

"We have to make sure that people without decals are cleared out so people with decals can park," he said.

Visitors may park in front of the library facing Parkview Drive, in front of the bookstore, at the University Center on the side that faces the tennis courts and at the Administration Building.

## Correspondent

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that Ellis was a general assignment reporter at WHDH from 1985 to 1988.

Ms Ellis began her broadcast career at WJIB radio in Boston. She later worked at WINS News Radio in New York and KDKA-TV in Pittsburgh, where she served as a morning anchor and reporter until 1985.

She is the recipient of numerous awards for her reporting and has received an Emmy for her work. She has

also garnered several AFTRA and MATRIX Awards, as well as multiple awards from the Associated Press and the National Association of Black Journalists.

Ms Ellis received her B.A. from Simmons College in Boston and a M.A. from the Columbia University Graduate School of Journalism in New York City. Prior to that she lived for two years as a volunteer high school teacher in Tanzania, West Africa.