

IVCC BOOKSTORE

Navigating Textbook Terms

- **REQUIRED, OPTIONAL, & RECOMMENDED:** A required status on a book or course materials is placed by an instructor meaning that it will be necessary to have in order to pass the class. Recommended and optional items are meant to help expand a student's understanding of the materials.
- **USED, NEW, & E-BOOKS:** New books are generally free from imperfections and have not been previously owned. Since professors use the same books over multiple semesters, used books may also be offered at a lower cost to the student. Used books may have imperfections and/or highlighting. E-books are digital copies of books. IVCC sells e-books that can be accessed on the VitalSource Bookshelf platform. E-books are typically the cheapest option for students. The Bookshelf platform allows for highlighting, note taking, and a read aloud option.
- **BUNDLES, ACCESS CODES, & COURSEWARE:** A description that includes the word "bundle" means it's a book and something else, usually an access code. An access code is a multi-digit/character combination purchased to gain access to a publisher's courseware. Courseware is supplemental material to the textbook that will typically offer interactive modules to assist in learning.
- **INCLUSIVE ACCESS:** Inclusive Access delivers course materials digitally through the LMS on day one of the class. The cost of the course materials is bundled with tuition, so it can be rolled into a payment plan or paid with financial aid. Inclusive Access always includes an e-book, sometimes comes with courseware, and most times a loose-leaf text can be purchased for an additional small fee.
- **LEARNING MANAGEMENT SYSTEM (LMS):** The Learning Management System, or LMS, at IVCC is Blackboard. This platform is where you can access your course information curated by your professor. You will also access all of your inclusive access materials from here. Beginning Summer 2021, you will also be able to shop for your textbooks within Blackboard.
- **CENGAGE UNLIMITED:** Cengage Unlimited (CU) is a subscription service offered on Cengage titles that allows you to have access to the entire Cengage library of titles for a small fee each semester. Physical books can also be rented through Cengage for most titles for a small fee.
- **RENTAL BOOK:** IVCC Bookstore's rental program allows students to "borrow" a textbook for the semester for a flat fee of \$28 + \$20 deposit (\$48 total). When the book is returned on time and in the same condition it was borrowed in, the \$20 cash deposit is returned to the student. For a full list of books available in this program, see [the IVCC Bookstore's website](#).
- **ISBN:** or 10-digit number, typically beginning with 978, that identifies a specific edition of a given book. This number is how you will know if you are purchasing the correct textbook for your course.
- **BUYBACK/ SELLBACK:** At the end of each semester, the IVCC Bookstore will host a Buyback. You can bring your purchased textbooks here and the bookstore may offer you cash for your books. You can also sell your books online year-round at [the IVCC Bookstore's website](#).
- **COURSE PACKS:** A collection of copyrighted works from various sources put together by a professor and delivered digitally or printed from a publisher that acquires the appropriate copyrights. Since these are only selections, course packs are typically cheaper than a traditional textbook.
- **NOTES:** A collection of outlines and/or power point slides put together by a professor as a supplemental material for a course. These are sometimes printed and bound in the bookstore and always a required resource.
- **OPEN EDUCATION RESOURCES (OER):** Content or materials, usually in a digital format, that are available at a low or no cost basis to students. These materials are created under an open or expired copyright. When allowed, the bookstore will have print copies on hand as an optional resource for students.
- **LOOSE LEAF & BOUND:** Loose leaf textbooks are books that are shrink-wrapped and presented with three hole punches in the margins. The bookstore recommends keeping these texts in a binder as to not misplace or damage these delicate materials. Bound books come as a traditional book would in either a paperback or hardback cover.