

1. Reminders Sent

Prior to pre-registration, both the Coop and the MIT Libraries send email reminders regarding the upcoming deadline for submission of textbook information.

1a. The Libraries send their emails to the TIP School and Department Liaisons.

1b. The Coop sends their emails to their internally generated contact list of department coordinators.

2. TIP Form Submission

2a. The TIP Form user (that is the responsible faculty member or the faculty designate) goes to the TIP Form at tip.mit.edu and enters textbook data for undergraduate and graduate subjects. This includes the name of the faculty member(s) who will be teaching the subject.

2b. The TIP Form uses the Online Textbook Information (OTI) to lookup and retrieve archived textbook information for a particular subject. The query is based on the master subject id. Archived data is available starting with the fall semester 2011.

2c. OTI queries the Data Warehouse for the archived textbook information associated with the master subject id for the given subject. The Data Warehouse is the system of record for textbook information.

2d. Through a link from the TIP Form to Bowker's ISBN.org, the TIP Form user can lookup books by ISBN number.

2e. Once the TIP Form user submits the data, the TIP Form submission is archived in a Managed Data System (MDS). This data is used as a snapshot of the information initially submitted and is not a system of record for final data.

2f. Upon submission, an email confirming receipt of the information is sent to the faculty, the TIP form user (if not the faculty member), and any other person listed on the form as an email recipient.

2g. Concurrently, an email is sent to the MIT Libraries and the Coop informing them of the submission.

3. Libraries Processes TIP Submission

3a. Upon receipt of the submission email, the Libraries reviews the textbook data and other reserve submissions.

3b. If additional information or clarification is needed, an MIT Libraries staff member contacts the TIP Form user who entered the data.

- 3c. Once all information is clarified and complete, the staff member manually enters print book information into the MIT Libraries reserve system, Aleph, which in turns feeds the data to Barton, the MIT Libraries' online catalog of its collections.
- 3d. Electronic reserves are prepared by the Libraries Scanning Unit and are manually posted to Stellar, the Institute's platform for learning and course management, by the Libraries' reserves staff.
- 3e. The Libraries also ensures that print materials designated as reserves are put on reserve.
- 3f. The TIP Form user, who entered the data, is notified by Libraries staff when the request has been fully processed.
4. Coop Processes TIP Submission
 - 4a. Upon receipt of the submission email, the Coop Textbook Office locates and verifies availability, ISBN, title, edition and author information.
 - 4b. If the submission is not okay for any reason, the Coop contacts the TIP Form user, who entered the data, to discuss.
 - 4c. Once all the information is clarified and complete, the data, including the course, subject, section, enrollment, professor and book information, is manually entered into the Coop system.
 - 4d. Emails confirming any changes are sent to the TIP Form user, who entered the data, and the MIT Libraries.
 - 4e. The Coop determines how many textbooks to order based on the textbook information and prior orders.
5. Coop and MIT Data Warehouse Weekly Data Exchange

Each Sunday night there is a data exchange between the Coop System and the MIT Data Warehouse.

 - 5a. Textbook data is fed from the Coop to the Data Warehouse.
 - 5b. Subject data is fed from the Data Warehouse to the Coop.
 - 5c. The Data Warehouse queries Bowker to retrieve updated textbook information as well as missing information, including price. Bowker prices are the publisher's list price. The final data is stored in the Data Warehouse.

6. Students Access Textbook Information via Online Subject Listing and Schedule
By pre-registration, for subjects that are enrollable, the following is listed at the bottom of the subject description:

- If textbook information was entered for the subject, a link labeled “Textbooks (term)”, such as “Textbooks (Spring 2012)”, is displayed. The link brings up the details of the required and recommended textbooks.
- If the subject was designated as having no required or recommended reading, the message “No required for recommend textbooks” is displayed.
- If no textbook information was entered, the message “No textbook information available” is displayed.
- If the subject is a UROP or Thesis, the message “Textbooks arranged individually” is displayed.

Note that if a subject is not enrollable for the term, then no message is listed.

6a. When a student clicks on a textbook information link for a particular subject, the Online Subject Listing uses OTI to lookup and retrieve required and recommended textbook information for that subject.

6b. OTI queries the Data Warehouse for the textbook information requested by the Online Subject Listing.

7. Students Access Textbook Information via Stellar
The information is visible to students via Courseguide in Stellar.

7a. When a student clicks on a textbook information link for a particular subject, Stellar uses OTI to lookup and retrieve required and recommended textbook information for that subject.

7b. OTI queries the Data Warehouse for the textbook information requested by Stellar.

8. Students access Barton to get information about print books on reserve.

9. When students view the textbook information and make their own decisions on whether to buy or rent the textbooks, and if so, where they can get the best price or whether to access information through the Libraries.

10. TIP School and Department Liaisons are able to run management reports from the Data Warehouse to assess submission rates among their faculty.