

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Student Life, Division of
Sub-Group: Bookstore
Series: Correspondence and Memoranda

Record Group no: W451
Sub-group no: 6F
Series no: 2

Description of series and its contents:

This series consists of the correspondence and memoranda produced by the Bookstore. The correspondence and memoranda is organized by calendar year.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence	2011
1	2	Correspondence	2012
1	3	Correspondence	2013
1	4	Correspondence	2014
1	5	Correspondence <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Fall 2015 Course Textbook Updates-Bookstore Change to Barnes and Noble-Ice Cream social-Greeting from new staff-Summer textbook orders-New textbook adoption platform-Textbook adoptions	2015
1	6	Correspondence <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Summer Book Adoptions-Fall Book Adoptions-Textbook Returns-Change of Textbook Manager-Spring Course Adoptions	2016
1	7	Correspondence <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Bookstore News- Summer and Fall-Faculty Staff Discount-Fall 2017 Textbooks-Textbook Returns-Textbook Adoptions-Faculty Enlight-Spring Textbooks-Bookstore Holiday Discount	2017
1	8	Correspondence <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Textbook Returns-Summer and Fall Adoptions	2018

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1	8	Correspondence Cont'd <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Textbook Reminder-Cengage Unlimited-Spring Textbooks orders-Special 20% Off for Faculty and Staff	2018
1	9	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Summer Textbook Orders-Regalia Rental-Fall and Summer Textbooks-Textbook Reminder-Fall Textbook Reminder-Textbook Returns-Faculty Regalia Event-Spring Textbook Adoptions	2019
1	10	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Textbook adoptions-Textbook returns-Spring textbook adoptions-Bookstore Information and Operating Hours-Bookstore Closure	2020
1	11	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Summer Textbook and Returns-Summer and Fall Textbook Adoptions-Fall Textbooks-Change of Bookstore Hours-Faculty/Staff Shopping Day in Bookstore-Spring Textbook adoptions-Bookstore Phones not working	2021
1	12	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Spring Break hours-Textbook adoptions-Spring De-stress event-Book signing with Sheila Burkhalter	2022

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1	12	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Graduation Regalia	2022
1	13	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Returning textbooks-Summer and Fall textbooks-Garnet and Gold Summer Sale	2023