

Bookstore Information for Adjunct Instructors

Regular bookstore hours are 9 am to 4pm. The bookstore is closed non-instructional days.

Please check with your department head for textbooks and instructional materials for your class(es). Your department head is responsible for submitting any requests for textbooks and/or materials you will require your students to purchase for the class.

General supplies like tape, paperclips, dry erase markers, etc. can be picked up at the bookstore. Large quantities of supplies need to be approved by your department head. If the bookstore doesn't have the supplies you need, a purchase order signed by the department head must be submitted, and then the bookstore will order the supplies.

When you pick up supplies you will be required to show a picture ID until you receive your UM-Helena ID card. Once you receive your UM-Helena ID card, that card will be used as your identification to charge items in the bookstore.

If you are teaching an evening class, please remember that the bookstore closes at 4:00 pm.

The Bookstore staff can be reached at 444-6885. We are happy to answer any questions to the best of our ability.