

Textbook Access and Affordability Policy

Course Schedules and Textbook Orders

1. The University must provide the following information to the college bookstores upon request by such college bookstore:
 - a) The institution's course schedule for the subsequent academic period;
 - b) The information it must include on its Internet course schedule for required and recommended textbooks and supplemental material;
 - c) The number of students enrolled; and
 - d) The maximum student enrollment.

2. The University's on-line student course registration system shall include all textbook information (and other required materials, if applicable) for each scheduled class. The information displayed for each course shall consist of the following:
 - a) For courses with required and/or recommended textbooks and/or materials, the textbook author, title, ISBN, price, edition, and whether the selection is required or recommended;
 - b) For courses without required and/or recommended textbooks, the phrase "No Book Required";
 - c) The phrase "See instructor for information"; and
 - d) For courses for which no order has been received, the phrase "Yet to be determined."
 - e) If the faculty member chooses to adopt a textbook after this deadline, he or she must complete the "Late Adoption Request Form" which shall include
 - i. A brief description of the textbook or course materials, the author(s), title, edition, and ISBN, as well as special instructions or circumstances for the purchase or use of the textbook or course materials;
 - ii. The name(s) of the person(s) responsible for the late adoption and a written explanation of the reasons for the late adoption request; and
 - iii. The approval by faculty member's department chair and college dean, who will submit the approval form to the Provost.
 - f) The list of required or assigned textbooks and course materials for courses will be published on online course schedules before the pre-registration period.

3. Department chairs shall submit course schedules to Student Records forty days before each semester's pre-registration period;

4. Faculty members shall submit textbook orders with the Bookstore Manager thirty days before each pre-registration period;
 - a) If a course does not have a textbook, the department chair shall provide this information to the bookstore.
 - b) Textbook orders and course material orders shall include:
 - i. A brief description of the textbook or course materials;
 - ii. The author(s);

- iii. Title, edition, and ISBN; and
 - iv. Special instructions or circumstances for the purchase or use of the textbook or course materials.
5. Student Records shall submit online course schedule to Bookstore Manager twenty days before each semester's pre-registration;
 6. Bookstore Manager shall submit online course schedule with textbook information to Student Records five days before pre-registration period.

Textbook Adoption

1. It is the firm intention of this policy that, subject to academic content considerations, where possible, the faculty member selecting the Course Materials strive to achieve:
 - a) Early selection and adoption of Course Materials;
 - b) The maximum usage of used Course Material and previous editions;
 - c) The best value or lowest cost for the best materials price;
 - d) The longest feasible commitment period;
 - e) The elimination of unnecessary Course Materials; and
 - f) The maximum flexibility for student purchase options to include consideration of used books, e-textbooks and low cost plain paper editions.
2. A common textbook or set of textbooks must be adopted for multiple-section courses whenever possible.
3. New textbooks for lower division courses will be adopted for a minimum of three full years, and textbooks for upper division courses for a two-year period.
4. Exceptions may include:
 - a) Death of a faculty member assigned to the course;
 - b) Retirement or departure of the faculty member assigned to the course;
 - c) A new edition is adopted of a text whose previous edition is over five years old;
 - d) The new edition must then be used for any remainder of the old edition's adoption period plus its own three-year minimum adoption period.
 - e) The edition or revision changes initiate text-change decisions (It is recommended that departmental faculty consult with the bookstore manager about the possibility of continuing with the old edition if the new edition does not offer substantive changes.)

Instructor Guidelines for Selecting Textbooks

1. Consider price in the textbook adoption process, and if the academic quality is equivalent, consider adopting the less expensive textbook;
2. Consider receiving from the publisher the following information prior to selection:
 - a) The Book Store Offer Price and the Retail Price;
 - b) The title, author, publisher, edition and ISBN of all Course Materials, i.e., each college textbook and all Supplemental Material required for both Bundle and unbundled items. (For Bundle Course Materials the publisher has identified a

- separate ISBN and price for each individual bundle component sufficient to allow separate purchase of the component.);
- c) In the case of new editions, an identification of the Substantial Content revision from the previous edition;
 - d) The identification of other available alternative Course Material formats such as paperback, unbound or e-material;
 - e) The availability of an electronic version of the course materials. (The electronic version must be offered to the student as a separately priced alternative to the print course material.)
3. Consider adopting textbooks that are not bundled with supplementary products unless all the components are required for the course. (Publishers are required to unbundle course materials upon request.);
 4. Consider acquiring one or more personal copies of textbooks to place on library reserve for students to use;
 5. Consider use of open-source textbooks and course materials;
 6. Consider creating online readers that combine open access content with e-book and e-journal content licensed by the Library and available for linking (either within your course webpage or the campus learning environment)for those pursuing this path;
 7. Consider letting students use an older edition of the textbook and identify which parts are different from the newer edition; and
 8. Consider Including the ISBN, as well as cost, author, title, publisher, copyright date, and edition number on materials provided to students, including the course syllabus;;

Obligations of University and College Bookstore

1. The University bookstore and institution must include on their Internet course schedules strategies for reducing textbook costs;
2. The University can also make such information available in registration and orientation materials, student newspaper, posters and brochures in bookstore and/or other effective means of communication;
3. Such information might include
 - e) Textbook rentals;
 - f) Used textbooks for purchase;
 - g) Textbook buyback programs;
 - h) Alternative content delivery programs (e.g., e-texts);
 - i) Searching online; and
 - j) Availability of open educational resources as substitutes or supplements for textbooks and learning materials.

ASSESSMENT PLAN

The following activities will be used to determine if there are effective outcomes related to the Textbook Access and Affordability Policy:

1. Determine if deans and chairs are turning in textbook orders and course schedules on time.
2. Determine if the registrar and bookstore manager are working together to make sure online course schedules are ready before preregistration.
3. Determine the number of rental books uses and the cost saving involved.
4. Determine if students have saved money on textbooks and if they are aware of cost-cutting measures for buying books by asking questions on student evaluation forms.
5. Determine each semester the textbook costs for the top twenty highest enrollment courses through information provided by the university-affiliated bookstore.
6. Determine the volume and total dollar amount of books and of buy-back purchases returned to students through information provided by the university-affiliated bookstore.
7. Determine faculty/instructor compliance with the deadlines each semester no later than two weeks after the adoption deadline through information provided by the university-affiliated bookstore.
8. Determine the total volume and dollar amount of books and electronic textbooks being used through information provided by the university-affiliated bookstore.
9. To survey (student and faculty) of the ability of the affiliated bookstore to provide adequate stocking of books as established by a student/faculty survey supplied by the university-affiliated bookstore and approved by the Textbook and Course Material Advisory Committee. Once approved, the university-affiliated bookstore will submit a plan for implementing and reporting the results of the survey and comparing them to data from an inventory report reflecting actual orders and remainders.