

GLENVILLE STATE UNIVERSITY POLICIES

ADMINISTRATIVE POLICY 11

BOOKSTORES AND TEXTBOOKS

11.1. General.

- 1.1. Scope - This rule shall be in effect and shall govern textbook sales and the operation of a bookstore, whether operated by a private vendor or University entity at Glenville State University.
- 1.2. Authority - W. Va. Code §§ 18B-10-14, 12-2-2 and WV Higher Education Policy Commission Series 51
- 1.3. Effective Date - June 10, 2020
- 1.4. Revision of Former Policy – Repeals and replaces Glenville State University Policy 11 – Bookstores and Textbooks [2010].

11.2. Intent of Policy

- 2.1. The Board of Governors of Glenville State University recognizes the importance of providing appropriate cost-effective textbook options to students in an effort to enhance classroom instruction.
- 2.2. The Board also recognizes that cost of textbooks is a significant expense for students attending University courses and to the extent possible, the cost of textbooks should be monitored and kept as affordable as possible. It is recognized that frequent changes made in adopted textbooks may create an economic hardship for students.
- 2.3. The policy shall, as a minimum:
 - 2.3.1. Allow for the establishment and operation of a bookstore to sell books and office supplies, supported by Auxiliary Services or operated by a private contractor.
 - 2.3.2. Ensure that bookstores minimize costs to the students purchasing text books.
 - 2.3.3. Provide to the students a listing of text books required or assigned for any course offered, as soon as the adoption process is complete.
 - 2.3.4. Ensure that moneys derived from the operation of the bookstore be paid into a special revenue fund.
 - 2.3.4.1. The Special Revenue Fund is prescribed in W. Va. Code §12-2-2.
 - 2.3.4.2. Moneys derived from the bookstore contracted with a private entity may be used for non-athletic scholarships.

2.4. This policy defines the role of University and bookstore in maintaining reasonable textbook options and costs for students. The bookstore shall be managed in compliance with West Virginia Code §18B-10-14.

2.5. This policy defines the University's response to Federal Mandates regarding textbook affordability.

11.3. Process for Textbook Adoption

3.1. It is the responsibility of the full-time faculty member to recommend textbooks for adoption. The faculty must submit the necessary textbook adoption by the published textbook adoption deadline date or forfeit the opportunity to select a new textbook at that time. Faculty are encouraged to consider more than one textbook publisher and compare prices and course materials. Before the textbook recommendation is finalized, the department chair must concur and approve the selection. In cases where more than one instructor teaches the same course, the Provost or his/her designee shall call a meeting of the instructors involved for the purpose of choosing a textbook. The same textbook shall be used for all sections of the course unless a variance is approved by the Provost or his/her designee.

3.2. The Provost or his/her designee will be responsible for ordering desk copies directly from publishers. The bookstore manager will assist and provide publisher contact information upon request. Any textbooks signed out from the bookstore to serve as a desk copy must be replaced or purchased within 60 days.

3.3. Once a textbook for a course has been adopted, it must be used as the adopted textbook for a minimum of two academic years including summer sessions, unless the publication goes out of print or other comparable circumstances make it unavailable. Faculty are encouraged to select textbooks that it is believed will not be revised by the publisher prior to the completion of the two-year adoption cycle. This provision does not apply to courses which are offered on two year rotations.

3.4. A textbook adoption deadline must be set for each semester by the Provost or his/her designee and all faculty must be notified of that date. Textbook orders for each semester and summer session are to be submitted to the manager of the bookstore. Textbook orders must be placed by the prescribed deadline to allow for ordering and delivery of books before the opening of each semester and summer session.

11.4. Publication of Textbook Selection

4.1. A listing of required textbook(s) for each course shall be made available to students as soon as the textbook adoption is completed. This listing, including ISBN and edition number shall be made available on the campus website.

4.2. Information on optional available textbook formats, whether paperback, hard-copy or digital, shall be made available to students.

4.3. Glenville State University shall maintain full compliance with the textbook provisions of the Higher Education Opportunity Act (HEOA) by July 1, 2010.

11.5. Textbook Affordability Options

5.1. Faculty are encouraged to select textbooks that have low cost alternatives available that can be purchased by the student at his/her discretion.

5.2. Faculty shall consider textbooks that are believed will not be revised by the publisher in the near future;

5.3. When possible, the institution shall utilize consortiums which make available open source textbooks or course materials to faculty and students free or at low cost;

11.6. Ethical Considerations

6.1. An employee of the institution or member of the GSU Board of Governors may not receive anything of value as an inducement to require students to purchase a specific textbook, text, or subscription.

6.2. An employee may not require textbooks incorporating worksheets intended to be written on or removed if the employee's own writing is included. This does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.

6.3. An employee may receive royalties or compensation for textbooks which contain the employee's own work.

6.4. In the event that a faculty member has authored a textbook that he/she would select to use in his/her own course(s), a peer review committee comprised of faculty shall be convened by the Provost to review the situation and make a recommendation to the Provost as to whether the faculty member may or may not require his/her own textbook for the instructor's own course.

11.7. Federal Mandates

7.1. Textbook publishers soliciting an employee of the institution to select textbooks or supplemental course material must provide the following in writing to the employee:

7.1.1. The price of the textbook and supplemental course materials;

7.1.2. The copyright dates of the three previous editions, if any;

7.1.3. A description of substantial content revisions from the previous editions;

7.1.4. Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;

7.1.5. The price of textbooks unbundled from supplemental material; and

7.1.6. The same information, to the extent practicable, for custom textbooks.

7.2. No employee of the institution shall select or assign a textbook or supplemental course materials if the publisher has not supplied the information, in writing, required by Section 7.1. of this policy.

7.3. Publishers that do not supply the information required by Section 7.1. of this policy will not be used for the purchase of textbooks or supplemental course materials.

7.4. The institution shall provide on its electronic course schedule or through a link to its bookstore's website, prior to course enrollment each semester for all required or recommended textbooks and supplemental material:

7.4.1. The ISBN number and retail price, or if the ISBN number is not available then the author, title, publisher and copyright date. If such disclosure is not practicable, then the designation "To Be Determined."

7.4.2. A reference shall be made on any written course schedule to the information available on the electronic course schedule accessible through the institutional website and the internet address for the electronic course schedule.

7.5. The institution will include on its website or through a link to its bookstore's website and electronic course schedule any of its policies or provisions for:

7.5.1. Rental of textbooks;

7.5.2. The purchase of used textbooks;

7.5.3. Textbook repurchase or buy backs; and

7.5.4. Alternative content delivery programs.

7.6. Glenville State University shall update this policy to comply with any new or revised federal mandates which shall occur in the future.

11.8. Miscellaneous Guidelines

8.1. The Provost at the institution shall be designated as a liaison with textbook publishers, to be responsible for dissemination of relevant information to the faculty on textbook strategies and education and training opportunities regarding textbook selection, and to enforce the policy.