

# **GLENVILLE STATE COLLEGE 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 college entity at Glenville State College.

1.2. Authority - West Virginia Code §18B-10-14

1.3. Effective Date - August 11, 2010

#### **11.2. Intent of Policy**

2.1. The Board of Governors of Glenville State College 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 college 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 §12-2-2 of the West Virginia Code.

2.3.4.2. Moneys derived from operation of the bookstore shall be first used to replenish stock and then to pay operating and maintenance expenses of the bookstore.

2.3.5.3. 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 college 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 college's response to Federal Mandates regarding textbook affordability.
- 2.6. By November 1 of each year, Glenville State College shall report to the Chancellor of the WV Higher Education Policy Commission, for the prior fiscal year, the deadlines established for faculty to be assigned to courses; the deadlines for textbooks and course materials to be selected; the percentages of those deadlines met; and the dates the listing of assigned textbooks and course materials were posted pursuant to the requirements of Sections 3.1.5 of Series 51, Title 133 Procedural Rule of the WV Higher Education Policy Commission.

### **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 Department Chairperson 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 Department Chairperson and the Provost.
- 3.2. Faculty/Department Chairperson 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. An approved and signed textbook adoption form from an Academic Department becomes a contract with the bookstore.
- 3.4. The bookstore will order the recommended textbooks and make them available for student purchase. Faculty will use the adopted textbook in their classes. If a faculty member does not require a textbook, he/she should not send a textbook adoption form to the bookstore. However, he/she should notify the bookstore that no textbook is required.
- 3.5. If the adoption is changed after the bookstore has received and shelved the textbooks, the department will be responsible for the shipping charges to return the textbooks to the publisher.
- 3.6. 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.

- 3.7. Whenever possible, the manager of the bookstore should be notified one semester in advance of an anticipated adopted textbook change. This allows for the bookstore to clear all copies from the shelves by sale or return to the book company.
- 3.8. A textbook adoption deadline must be set for each semester and all faculty must be notified of that date. Each semester, the manager of the bookstore will inform the Department Chairperson of the number of textbooks on hand for each course being offered the following semester or summer session. 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. Adhering to textbook selection deadlines provide an opportunity for the location and purchase of used textbooks, to the extent possible.
- 3.9. The manager of the bookstore is to accept textbook orders in accordance with this policy and procedures. Under no conditions will the manager of the bookstore accept textbook orders directly from anyone other than the Department Chairperson.

#### **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 at a central location on campus, in the campus bookstore and 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 College 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. Information on optional available textbook formats, whether paperback, hard-copy or digital, shall be made available to students.
- 5.3. Faculty shall consider textbooks that are believed will not be revised by the publisher in the near future;
- 5.4. 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 GSC 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 sample copies but they may not be resold.
- 6.4. An employee may receive royalties or compensation for textbooks which contain the employee's own work.
- 6.5. 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 College 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. A permanent campus-wide Textbook Affordability Committee shall be established to provide oversight for textbook affordability and access issues. This committee shall be comprised of three faculty appointed by the Faculty Senate, two students appointed by Student Government Association, two administrators appointed by the President , and one bookstore representative which shall meet periodically and advise Faculty Senate, Student Government, administration, and the Board of Governors on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities. The Provost shall be ex officio and chair of the committee.
- 8.2. 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.