

## TEXTBOOK POLICY

### I. Policy Section

7.0 Instruction

### II. Policy Subsection

7.3 Instructional Materials and Methods – Page 3o. Textbooks

### III. Date of most recent changes

June 11, 2001 – Approved December 12, 2001

### IV. Policy Statement

- A. Every course shall have an adopted text (course packs and electronic media can be considered textbooks).
- B. Textbooks shall be adopted for no less than two consecutive years except as modified in (E).
- C. Textbooks shall be adopted through the respective department/discipline and ordered by the Department Head/Program Director or Assistant Dean.
- D. Textbooks, which are adopted by the department/discipline, shall be used by all faculty teaching that course.
- E. Telecourse textbooks shall be those which accompany the purchased program and must be used by all Faculty teaching that telecourse.
- F. Variation from this policy and unusual text selection circumstances shall be resolved with the Department Head/Program Director and with the appropriate Dean or Assistant Dean.
- G. Departments that order textbooks that are electronic or are bundled with electronic media containing courseware or software applications must acquire sufficient number of licenses for the College to use in its computer labs and classrooms.

### V. Reason for Policy

To give clear direction dealing with use and ordering of textbooks, course packs, instructional materials, and supplies.

### VI. Entities Affected by This Policy

The College Bookstore, other bookstores including those on-line and publishers are affected by this policy.

## VII. Who Should Read This Policy

Deans, Assistant Deans, Academic Department Heads and Program Directors, Faculty, Academic Department Secretaries, Printing Services, Bookstores and Publishers.

## VIII. Related Documents

- ✓ Copyright Laws
  - From the Library of Congress  
<http://lcweb.loc.gov/copyright/>
  - From a report to the House of Representatives  
<http://www.libraries.psu.edu/mtss/fairuse/guidelinedoc.html>
  - From the Stanford University Library's Web page  
<http://fairuse.stanford.edu/library/>
- ✓ Software license agreements, Freedom of Information Act (FOIA).
- ✓ Academic Software Installation Process
- ✓ Procedures and timeline for course packet

## IX. Contacts

Deans, Assistant Deans, Academic Department Heads and Program Directors, and Printing and Graphic Services

## X. Definitions

- A. Textbooks – a book written and published for use by students as a basis for their studies. All textbooks should reflect cultural diversity.
- B. Course Packs – customized course materials developed in-house.  
(Note: All materials must meet Copyright regulations)
- C. Instructional Materials/Supplies – Special instructional supplies required for a course.
- D. Software/electronic Media: Audio, video, electronic media, off air recording, computer software, etc.

## XI. Procedures

- A. When several instructors teach courses with multiple sections, textbook options will be limited according to the following schedule. If there is more than one official textbook, multiply by the number of official texts.

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|--------------------------|----------------|
| 1. 8 or fewer sections   | 1 base text    |
| 2. 9 to 25 sections      | 2 text options |
| 3. more than 25 sections | 3 text options |

- B. Faculty-produced course packs must follow the established procedures and timelines, which are available through the Dean's Office or GRCC's Printing and Graphic Services.
- C. The Department Head/Program Director will advise part-time faculty of text options.
- D. Instructors will inform students of supplemental materials to be purchased (course packs, software, instructional materials).
- E. Departments must follow the *Academic Software Installation Process* to ensure that the required licenses are procured for software to be loaded in the appropriate computer labs and classrooms for the beginning of classes each semester in coordination with Information Systems.

Textbooks, course packs, and instructional material/supplies must be available for students by the start of class.

## XII. Forms

Ordering forms from the College Bookstore must be completed as needed by the appropriate Department Head/Program Director.