

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
PROCEDURE
SIP-5074**

SUBJECT: Selection, Adoption, Use and Faculty Resale of Textbooks and Other Course Materials

REFERENCE: SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*

ORIGINATION: June 2010

EFFECTIVE: January 12, 2021

REVIEWED: September 2020

SECTION 1. PURPOSE

- 1.1 The purpose of this procedure is to establish and communicate the rule of Southern West Virginia Community and Technical College (College) regarding the selection, adoption, use and faculty resale of textbooks and other course materials for all credit-based College courses and programs in compliance with state and federal requirements.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This procedure applies to the selection, adoption, and use of textbooks and other course materials by faculty in all academic units, departments, programs and/or courses.

SECTION 3. DEFINITIONS

- 3.1 Official Textbook List - A document used on a college-wide basis for the ordering of course textbooks and supplemental materials. All sections will use the textbooks and supplemental materials listed.

SECTION 4. PROCEDURE

- 4.1 Employees will comply with institutional policies and procedures established in respect to the selection, adoption, use and faculty resale of textbooks and other course materials for all academic credit-based courses offered by the College at all campuses, instructional sites, and course locations.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The faculty must commit, to the maximum percent practicable, to a selection procedure that will ensure certain basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted unless earlier editions are not easily utilized in the courses.
- 5.2 The faculty or any employee is prohibited from receiving any payment, loan, subscription, advance, deposit or money, service, benefit or anything of value, at present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course material.
- 5.3 The faculty or any employee may receive royalties or other compensation from such sales that include the

faculty member or other employee's own writing or work.

- 5.4 The faculty or any employee may receive free sample copies, instructors' copies, and instructional materials for review, but shall not resell those items and retain the proceeds.
- 5.5 The faculty or any other employee is prohibited from requiring for any course a textbook that includes his or her own writing or workbook if the textbook or workbook incorporates either detachable worksheets or workbook-style pages intended to be written on or removed from the book.
- 5.6 Prior to considering a specific textbook for selection, adoption, and/or use, a faculty may require that textbook publishers provide, in writing:
 - 5.6.1 The price of the textbook and/or supplemental course materials to be considered;
 - 5.6.2 The copyright dates of the three previous editions, if any;
 - 5.6.3 A description of substantial content revisions from previous editions;
 - 5.6.4 Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;
 - 5.6.5 The price of textbooks unbundled from supplemental materials; and
 - 5.6.6 The same information, to the extent practicable, for custom textbooks.
- 5.7 No employee shall select or assign a textbook or supplemental course material if the publisher has not supplied the required information in Section 5.6 above, if requested, in writing.

SECTION 6. GENERAL PROVISIONS

- 6.1 Institutional procedures for the selection, adoption and use of textbooks and/or supplemental course materials shall be developed through an inclusive process under the direction of the Chief Academic Officer. Such procedures shall include the following:
 - 6.1.1 Faculty will be assigned courses no later than one week prior to the beginning of the academic semester.
 - 6.1.2 The selection, adoption, and placement of orders with the College Bookstore for textbooks and supplemental course materials will be accomplished by using the Official Textbook List. The Chief Academic Officer, in conjunction with the Academic Deans and faculty, will maintain the Official Textbook List. The Official Textbook List will be utilized for all courses on a college-wide basis. This list will cover required, optional, and recommended textbooks and supplemental course materials. This list will be updated at least annually. The Official Textbook List will be provided to the College Bookstore one month prior to the start of each registration period. Exceptions may be made based upon programmatic and/or student need. Exceptions will need to be approved by the appropriate Academic Dean and the Chief Academic Officer.
 - 6.1.3 The appropriate Academic Dean will make every effort to work with the bookstore to select a textbook which will meet the course/student need in order to minimize bookstore/institutional cost. This may include using dead stock and/or used textbooks.

- 6.1.4 Guidelines to be used by faculty in the selection, adoption and use of textbooks and supplementary course materials include the following:
- 6.1.4.1 Faculty will provide the appropriate Academic Dean a list of multiple textbooks and publishers that were considered for textbook adoption.
 - 6.1.4.2 Faculty must compare prices for textbooks and supplemental course materials in their consideration for selection and adoption. Prices of all textbooks considered for adoption will be provided to the appropriate Academic Dean.
 - 6.1.4.3 A form stating that the required information as stated in Section 5.3.1 of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*, was or was not provided by the publisher must be submitted to the appropriate Academic Dean in support of the adoption of any textbook or supplemental course material.
 - 6.1.4.4 Textbooks will be used for a minimum of three (3) years unless the edition changes and the faculty believe the edition change is significant and the use of the old textbook is a detriment to the student. Faculty who choose to change a textbook shall provide rationale, in writing, to the appropriate Academic Dean that states the reason the textbook is being changed before the end of three (3) years.
 - 6.1.4.5 Publishers who fail to provide required written information shall not be considered for future selection, adoption, and/or use for a minimum of three (3) academic years.
 - 6.1.4.6 Deans will discourage the selection and adoption of textbooks in which less than 50 percent of the content will be used in the course unless the same textbook will be used in subsequent courses.
 - 6.1.4.7 Faculty will be encouraged to use textbooks that have low-cost alternative editions available.
 - 6.1.4.8 Faculty will be encouraged to select textbooks it is believed will not be revised by the publisher within the next three (3) years.
 - 6.1.4.9 Faculty will be encouraged to use consortia which make available open source textbooks or course materials to faculty and students free or at low cost.
 - 6.1.4.10 Faculty will be encouraged to use various technology innovations for the provision of textbooks and course materials such as electronic textbooks, on-line textbooks, print-on-demand services, open source materials, and institutionally produced materials.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The Chief Academic Officer, through a collaborative and inclusive process, shall be responsible for developing academic unit, department, and/or program procedures and assigning responsibilities for the implementation of all sections of this procedure applicable to faculty and other employees under the direction of the Academic Affairs Unit.
- 7.2 In addition to the requirements set forth in previous sections of this procedure, the Chief Academic Officer shall:

7.2.1 Include training for all faculty, at the time of hire and periodically thereafter, on textbook selection and strategies that guarantee high quality course materials at the most affordable cost. Textbook selection training shall be conducted annually by the Academic Deans. Faculty hired after the start of the Fall semester shall receive individualized training by the appropriate Dean by the end of the first semester of employment.

7.2.2 Academic Deans or designees shall serve as liaisons with textbook publishers and will be responsible for dissemination of relevant information to their respective faculty on textbook strategies and education and training opportunities regarding textbook selection.

7.3 The Chief Academic Officer and Academic Deans shall enforce the policies of the Board of Governors concerning textbook selection, adoption, and use.


SECTION 8. CANCELLATION

8.1 SCP-3780, *Textbook Selection Policy*, and SCP-5075, *Bookstore Textbook Procedures*

SECTION 9. REVIEW STATEMENT

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

SECTION 10. SIGNATURES



President 1/12/2021
Date



Cabinet-level Administrator 1/12/2021
Date

Attachments: SIP-5074.A, *Textbook Consideration Form*

Distribution: All Southern Employees
Intranet

Revision Notes: August 2010 - New procedure was developed as required in Section 6.1 of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*.

September 2020 - Titles were changed to reflect the current organizational structure, a detailed statement was added regarding the Official Textbook List, SIP-5074.A, *Textbook Consideration Form* was added as an attachment, and Sections 1 - 5 were added to the procedure.