

## University of Louisiana System

<b>Title:</b>	<b><i>TEXTBOOK ADOPTION</i></b>
<b>Effective Date:</b>	<b>May 1, 2009</b>
<b>Cancellation:</b>	<b>Fall 2003</b>
<b>Chapter:</b>	<b>Finance and Business</b>

### **Policy and Procedures Memorandum**

This Policy and Procedures Memorandum establishes system-wide guidelines aimed at addressing the cost of college textbooks and other instructional materials and ensures compliance with House Resolution 170 and Senate Resolution 179 of the 2008 Regular Session of the Legislature and the Federal Higher Education Opportunity Act.

Each campus shall establish a written policy and disseminate that policy to all departments and faculty. The Policy *shall* include, at a minimum, the following.

- 1) An established timeline for adoption of materials, changes and modifications of materials for coursework, including a deadline each semester for submission by professors and/or departments of textbook adoption information for the following semester. The timeline shall:
  - a. allow sufficient time for all vendors to participate or conduct buyback purchase decisions and determine orders for the following semester;
  - b. allow for the information to be made available to students at least 45 days prior to the start of the semester, (to the maximum extent practicable).
- 2) A uniform reporting procedure of adoptions and modifications of textbooks by professors and/or departments to include:
  - a. the title, author, International Standard Book Number (ISBN) and edition of texts;
  - b. the required, recommended and supplemental status of materials;
  - c. the maximum enrollment for the class;
  - d. the estimated enrollment in class and;
  - e. the section number of courses.
- 3) A statement to all professors that all textbook and material to be used in the course must be identified on the adoption reporting form and shall be made available, upon request, to all on- and off- campus vendors.

- 4) Each policy shall identify a “Central Custodian” who will be available to respond to requests and/or inquiries regarding adoption information, public records requests on textbook adoption and, if unable to fully respond to a request, able to direct the inquiry to the proper authority should other problems arise for private vendors in the bookstore business which seek such information.
- 5) An established method for providing students and parents, 45 days prior to the beginning of the academic period, (to the maximum extent practicable), with the following information:
  - a. the course schedule for the semester or quarter;
  - b. the title, author, edition of the book;
  - c. the International Standard Book Number (ISBN) of the textbook;
  - d. an indication of whether the book is required, recommended or supplemental;
  - e. the retail price of both new and used editions of the book;
  - f. an indication of whether previous editions are acceptable.
- 6) All textbook information shall be made available through the University’s internet website, including the College Portrait Page. The textbook search link should be circulated on registration and orientation documents, fee bill reminders, and on e-mail notices, newsletters or newspapers as applicable.

The following are best practices that should be considered for use at the University and which *may* be included in the written policy.

- Establish a minimum length of time for textbooks to be used in order to assure economical efficiencies for students.
- Use the same textbooks for courses with multiple sections.
- Discourage the use of bundled course materials.
- Encourage the use of alternative content delivery methods such as electronic or digital textbooks, or Open Educational Resources (OER.).
- Utilize print on demand machines.
- Provide rental or loan programs for certain textbooks.
- Establish on-line book swaps.
- Offer a guaranteed textbook buy-back.
- Ensure that multiple copies of the text are available at the University Library.
- Establish a lending library for students receiving financial aid.
- Create a need-based textbook scholarship program.
- Identify other sources where textbooks or instructional materials may be purchased.

*Policy References:*

House and Senate Resolutions  
Federal Higher Education Opportunity Act

*Review Process:*

System Office Staff  
Presidents  
Vice Presidents for Academic Affairs  
Vice Presidents for Business and Finance  
Board of Supervisors  
Legal Counsel

*Distribution:*

University Presidents  
Vice Presidents for Business and Finance