

MIDDLE TENNESSEE STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: II:01:09

DATE: September 25, 2008

SUPERSEDES POLICY NO.: II:01:09

DATED: August 4, 1999

SUBJECT: Textbook, Course Materials and Course Supplies Policy

APPROVED: Sidney A. McPhee, President



Textbook Changes:

The purpose of this policy is to:

- Provide faculty with flexibility in the selection and use of textbooks.
 - Provide students with textbook service at the least cost.
 - Provide the on-campus bookstore with adequate notice on changes in textbook selection and use.
 - Facilitate communication between the departments and the on-campus bookstore in order to accomplish the above.
1. Each department will have a textbook liaison. The liaison is charged with collecting information on all textbooks, course materials, and course supplies and providing that information to the on-campus bookstore by a deadline that will be approximately four weeks before the beginning of finals. All supplemental textbook orders will be routed through the liaison who will forward them to the on-campus bookstore. Each semester the liaison will inform the on-campus bookstore of the following:
 - a. For courses with two continuing required textbooks, which sections will use which books.
 - b. For supplemental textbooks, which titles will be reordered for the coming term and which courses and sections will be using which titles.
 2. The liaison will inform the on-campus bookstore which sections will be using which continuing required text(s), if the option to choose from two has been chosen. The on-campus bookstore will provide the liaison with a list of continuing required texts and associated courses each term.

3. Students have access to information regarding required and supplemental course materials through viable channels, including the institution's website, before courses begin. This information must include, but is not limited to, the International Standard Book Number (ISBN).
4. The on-campus bookstore will disclose to faculty members the retail value of required textbooks, course materials and course supplies on a per course basis. The on-campus bookstore will also provide a detailed course listing to each department liaison that includes pricing information. Faculty members and liaisons will acknowledge each price before an order is completed.
5. Faculty members are encouraged to consider cost saving practices and policies such as the utilization of customized texts, selecting a less expensive text or a condensed version of a text, using information from the World Wide Web for supplemental reading or a text replacement, making full use of the on-campus bookstore buy back policy, and posting required reading on D2L.
6. Any on-campus bookstore selling textbooks to students as part of a bundled package also provide students the option of purchasing the textbooks and other study products separately from each other, if possible.
7. The on-campus bookstore will actively promote and publicize book buy-back programs. Book buy back policy will be set by the on-campus bookstore. General provisions will be that continuing required text will be purchased back at 50% of new retail until adequate numbers for the coming term have been reached, after which the buy back will be set by the wholesaler, usually at around 25-15% of new retail. In cases where a required textbook has been changed, the buy back will be set by the wholesaler and may be 25% to 0. Supplemental texts will be purchased back at 50% of new retail only if notice of continued use reorder has been received and until adequate numbers for the coming term have been reached. Buy back of supplemental texts for which no reorder has been received or after adequate numbers have been purchased will be set by the textbook wholesaler and may be 25% to 0.
8. Each semester the on-campus bookstore will provide the departmental liaison with a list of continuing required texts and supplemental texts along with their course identification. The liaison will provide the on-campus bookstore information on which sections will use which continuing required text(s) and orders and reorders for supplemental texts. There will be a deadline set for the return of this information to the on-campus bookstore that is approximately four weeks before the beginning of finals. Ordering and buy back will depend upon this information.

9. In order to provide students with alternative access to textbooks at no cost, the library will work closely with academic departments to provide textbooks that have been furnished at no charge by the publisher. Additionally, the library will continue to add supplementary textbooks for all General Education courses to the library's reserve department, provided funds are available.

10. The on-campus bookstore will continue to work with faculty and the departmental liaison to provide for the unforeseen need to change or add supplemental texts which might arise after the ordering and buy back deadline. The on-campus bookstore will develop and provide information on textbook ordering policies and provide them to all new chairs and faculty.