

Dixie State University Policy

605 Textbooks



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I. Purpose

- 1.1 To establish policies for the selection and purchase of textbooks, inclusive access and supplemental materials, including the responsibilities of the Campus Bookstore, faculty, department chair, and academic units relative to textbook selection and purchase.

II. Scope

- 2.1 This policy applies to all faculty, staff, and academic units involved in the selection and purchase of textbooks, inclusive access and supplemental materials.
- 2.2 Dixie State University (the University) maintains official records of required and recommended textbooks, inclusive access materials and supplemental materials for all University courses.

III. Definitions

- 3.1 ***Inclusive Access:*** An electronic interactive software platform developed for students to receive additional instruction, testing, and collaboration for a course of study in place of a physical textbook. With inclusive access courses, students do not need a physical textbook.
- 3.2 ***Library Course Reserve:*** Exists to meet the temporary, short term needs for course material that may arise for a variety of reasons. Materials placed on the Library Course Reserve will be provided by the instructor or department and must comply with all copyright restrictions. The Library does not purchase materials to be placed on Library Course Reserves. Items are loaned for limited time periods and may be library use only based on instructor request.

- 3.3 **Supplemental Material:** Materials used to teach a subject in addition to or supplementary to a textbook.
- 3.4 **Textbook:** A print or digital book used in the study of a subject.

IV. Policy

4.1 Responsibilities of Campus Bookstore

- 4.1.1 Maintain the list of required and recommended textbooks, supplemental materials, and inclusive access materials for all university courses, and make it available to students online prior to the time registration begins for each semester. This list should minimally include the title, author, edition, ISBN, and price of each item.
- 4.1.2 In collaboration with the Campus Bookstore, the Office of Academic Affairs will establish deadlines each semester for faculty submission of textbooks and other course material adoption in order to allow dissemination of textbook information in a timely manner.
- 4.1.3 Seek the lowest cost of required and recommended textbooks, inclusive access material, and supplemental materials.
- 4.1.4 Provide lower-cost copies of adopted textbooks whenever possible, including used copies and/or electronic versions.
- 4.1.5 Provide textbook rentals when feasible and when such rentals would reduce the cost for students.
- 4.1.6 Provide textbook buyback services when appropriate and provide buyback information to students.

4.2 Responsibilities of Faculty Members

- 4.2.1 If a faculty member requires a textbook, inclusive access material or supplemental material for a class, the course should include substantial use of the textbooks or other materials' content.
- 4.2.2 Provide timely and accurate information regarding textbook, inclusive access material, or supplemental material adoption to the Campus Bookstore according to the established deadlines, including immediate notification of textbook selection and adoption for classes added after semester registration begins.
- 4.2.3 Be aware of the price of the textbook(s) and other materials selected.

- 4.2.4 Include in course syllabi the publication information of required and recommended textbooks, inclusive access material, and supplemental material including author, title, edition, publication date, price, and whether the item is required or recommended, as listed on the Campus Bookstore website.
 - 4.2.5 Consider the substance of content changes between editions and retain older editions when appropriate.
 - 4.2.6 Investigate lower-cost options to traditional textbooks as appropriate, including open source, copyright free, online, and unbundled materials.
 - 4.2.7 Place a copy of each required and recommended textbook on the University Library course reserve whenever possible in order to increase access to students who cannot afford to purchase the textbook or cannot purchase the textbook at the beginning of the semester, and/or in case there are no immediately available copies.
- 4.3 Responsibilities of Department Chairs
- 4.3.1 Ensure that the instructor of any course added to the class schedule after the registration period begins informs the Campus Bookstore of required and recommended materials as soon as possible.
 - 4.3.2 Place a copy of each required and recommended textbook on the University Library Course Reserve whenever possible in order to increase access to students who cannot afford to purchase the textbook or cannot purchase the textbook at the beginning of the semester, and/or in cases where there are no immediately available copies.
- 4.4 Responsibilities of Academic Departments
- 4.4.1 Faculty members in departments and other academic units shall work collaboratively to ensure the use of appropriate textbooks, inclusive access material and supplemental materials with the following considerations:
 - 4.4.1.1 Coordination of textbooks in similar or sequential courses.
 - 4.4.1.2 Common textbooks should be adopted where possible for all sections of the same course.
 - 4.4.1.3 Older textbook editions should be selected when substantial content changes are not present in new editions.

- 4.4.1.4 Lower-cost options to traditional textbooks should be adopted as appropriate when available, including open source, open access / openly accessible, copyright free, and/or unbundled materials.

4.5 Conflict of Interest

- 4.5.1 Faculty members who use their own intellectual property in a course are under specific restrictions as follows:

- 4.5.1.1 Before a faculty member receives royalties, remuneration, payment, or other compensation resulting from the creation and/or adoption of self-authored textbook, inclusive access materials, supplemental materials or other course materials, the decision to adopt those items for class use must be evaluated by at least two (2) other faculty members who have familiarity with the course content and have been approved by the department chair and academic dean who oversee the faculty.

- 4.5.1.2 The evaluating faculty members will consider the appropriateness of the items to the specific course, materials adopted in similar courses at the University and at other institutions, and the cost to students in comparison with other available materials.

- 4.5.1.3 The faculty member will place a copy of self-authored textbook, supplemental materials, or other course material on the University Library course reserve whenever possible to increase access to students.

- 4.5.1.3.1 Material may be presented to the University Library in the form of a digital book, or hard copy. However, if the digital textbook is not Open Educational Resource (OER) or Creative Commons licensed it would be a copyright violation for the Library to make the content publicly available.

- 4.5.1.4 Faculty will disclose on course syllabi their authorship, co-authorship, or any form of contribution, to the required material.

- 4.5.1.4.1 Faculty will provide written statements of approval from the department chair, dean, and the two (2) evaluating faculty members. These individuals should be proficient in the topic which the material covers.

4.5.1.5 Nothing in this policy abridges or alleviates the responsibility of the faculty member to also comply with University Policy 157: Personal Conduct/Conflict of Interest as applicable.

4.6 Copyright

4.6.1 Nothing in this policy abridges or alleviates the responsibility of instructors to obey copyright law.

4.6.2 Alternative resources of information sourcing and distribution, including placement of intellectual property within a learning management system and the Library's Course Reserve, must abide by all copyright restrictions.

V. References

5.1 Policy 157: Personal Conduct/Conflict of Interest

5.2 Policy 620: Open Educational Resources

VI. Procedures

6.1 N/A

VII. Addenda

7.1 N/A

Policy Owner: VP, Academic Affairs

Policy Steward: Associate Provost for Academic and Budget Planning

History:

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