

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 31

TITLE: Textbook Affordability

EFFECTIVE DATE: October 1, 2014

REPLACES: Operating Rule 2 Bookstore Advances, D.100 – Bookstore Desk Copy Policy and Procedures, D.200 – Bookstore Resale of Campus Educational Materials, D.300 – Institutional Bookstore Return Policy, and D.400 – Bookstore Used Book Buy-back Policy

PROCEDURE

1. PURPOSE

To provide directions for the selection, adoption, use and sale of textbooks and other course materials as required by the West Virginia Council for Community and Technical College Education (Title 135 Procedural Rule; Series 51: Bookstores and Textbooks) and New River Board of Governors (Operating Rule 18).

2. SCOPE AND APPLICABILITY

This procedure applies to the specific actions necessary to ensure full compliance with all of the rules and regulations governing the selection, adoption, use, and sale of textbooks and other course materials.

3. PROCEDURES

- A. The Vice President for Academic Affairs will be designated as the liaison to disseminate relevant information to the faculty regarding textbook strategies and training for the selection of textbooks. The Vice President for Administrative Services will be designated as the liaison to coordinate the adoption of textbooks and all other operational matters regarding the bookstore.
- B. The Academic Affairs Office and Department Chairs provide guidance and training for faculty in the selection of textbooks and supplementary course materials in an effort to ensure appropriate, high quality course materials are selected, but also giving students timely access to the most affordable materials. These guidelines include:
 - i. Department Chairs will seek input from faculty during the selection process for textbooks and other supplementary course materials.
 - ii. Requiring faculty to consider more than one textbook publisher and comparing prices for textbooks and course materials.

- iii. Requiring that all new textbook selections submitted to the Department Chair are accompanied by documentation to show if the publisher did or did not provide all federally mandated information referenced in Section F, item c, if it was required.
 - iv. Discourage the selection of textbooks in which less than 50 percent of the content will be used in the course unless the same textbook will be utilized by the student in other courses.
 - v. Encourage the selection of textbooks that have low cost alternative editions available.
 - vi. Encourage the selection of textbooks to be used for a minimum of two years and is believed will not be revised by the publisher in the near future.
 - vii. Changes in textbooks and course materials will take place for the fall term each year, except in rare situations of books not being available by the bookstore vendor or publisher.
 - viii. Utilize consortiums which make available open source textbooks or course materials to faculty and students free or at low cost.
 - ix. Provide firm deadlines at least 8 weeks prior to start of each semester for faculty to be assigned to courses and textbooks and materials to be selected prior to each semester and submitted to the Bookstore Liaison, to ensure that the maximum number of used textbooks can be available to students.
 - x. The Vice President for Academic Affairs and Department Chairs have the authority to make default selections of textbooks, which may include the continuing use of the previous textbook, update to a new edition, or a new textbook selection. Default selections will be strictly enforced by the Vice President for Academic Affairs and faculty will not be allowed to change the selection.
- C. The Vice President for Administrative Services will ensure that the bookstore is operated in a manner, either contracted or institutionally operated, that addresses the following:
- i. Is committed to the maximum extent practicable, to the number of used books the bookstore will repurchase from students at the end of each semester.
 - ii. Is committed to the maximum extent practicable, a range of percentage repurchase prices based on the new textbook price.
 - iii. The New River Community and Technical College (the College) Bookstore will provide textbooks through a rental program, whenever possible.
 - iv. A listing of all selected textbooks and materials assigned prior to each semester will be posted after the selection process is completed and designated for order by the bookstore. Information posted will include the International Standard Book Number (ISBN) and other relevant information for all textbooks and materials. Information will be communicated as follows:

- a. printed copy available on each campus;
 - b. on the College website; and,
 - c. on the College bookstore website.
 - v. All revenue received by the College from a private entity for the operation of the bookstore will be deposited by the College and used to administer a need-based scholarship program.
 - vi. Financial aid will be made available to eligible students through the College bookstore prior to the start of classes.
 - vii. Appoint a Bookstore Liaison to coordinate information between textbook selection and the contracted or institutionally operated bookstore.
- D. Whenever possible, the Department Chairs will coordinate for a copy of the required textbook on reserve at the campus or library.
- E. Faculty are encouraged to make recommendations to the Vice President for Academic Affairs for the use of new technologies related to textbooks and course materials. Recommendations will be reviewed in detail and discussed by various groups, to include department chairs, faculty senate, and cabinet.
- F. The Higher Education Opportunity Act of 2008 (Public Law 110-315) requires the following of New River Board of Governors and employees:
- i. May not receive any payment, loan, subscription, advance, deposit or money, service benefit or thing of value, present or promised, as an inducement for requiring student to purchase a specific textbook or supplemental course materials, provided, however, that an employee may receive royalties or other compensation from such sales that include the employee's own writing or work. An employee may also receive free sample copies, instructor's copies and instructional materials but may not resell those items and retain the proceeds.
 - ii. May not require for any course a textbook that includes his or her own writing or workbook if the textbook incorporates either detachable worksheets or workbook-style pages intended to be written in or removed from the textbook. This does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.
 - iii. Require that if solicited by a textbook publisher must provide the following information:
 - a. Price of the textbook and supplemental course materials;
 - b. The copyright dates of the three previous editions, if any;
 - c. A description of substantial content revisions from the previous editions;
 - d. Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;
 - e. The price of textbooks unbundled from supplemental material; and
 - f. The same information, to the extent practicable, for custom textbooks.
- G. The Vice President for Academic Affairs will provide a report to the Chancellor for the West Virginia Council for Community and Technical College Education by November 1

of each year. This report will include information regarding deadlines established for faculty assignment to courses; deadlines for textbook and course material selection; percentages of deadlines met; and the dates the listing of assigned textbooks and course materials were posted.

- H. The College will establish a Textbook Affordability Committee, which is chaired by the Vice President for Academic Affairs, with at least the following members: Vice President for Administrative Services, Bookstore Liaison, Department Chairs, and other faculty, students and administrators as necessary. The committee will meet periodically to discuss affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities. The work of the committee will be reported to the Faculty Senate, Educational Advisory Council, Student Government Association, Administration, and the New River Board of Governors annually.

RELATED POLICIES AND/OR PROCEDURES: New River Community and Technical College Operating Rule #18 (OR-18); West Virginia Council for Community and Technical College Education Procedural Rule, Title 135, Series 51: Bookstores and Textbooks.

RESPONSIBLE OFFICES: Vice President for Academic Affairs; Vice President for Administrative Services

Approved by: President's Cabinet 9/30/14