



Category
COST OF TEXTBOOKS – 2:07:00:00
Approval
Corresponding Policy: TBR Policy 2:07:00:00
Leadership Council Approved: November 4, 2016
Effective Date/Approved: November 4, 2016
Revised: November 20, 2007; November 4, 2016
Responsible Parties: Vice President for Academic Affairs & Vice President for Finance & Administration

In accordance with Tennessee Code Annotated, Title 49, Chapter 7, Part 1 and Tennessee Board of Regents Policy 2:07:00:00, Motlow State Community College provides this policy designed to minimize the cost of textbooks and ancillary course materials while maintaining quality of education and academic freedom. Following the minimum requirements set by the Tennessee Board of Regents, Motlow State Community College requires the following:

1. Faculty members will submit the required textbook and materials adoption forms to the bookstore contractor according to the due dates provided by the bookstore, so that the bookstore can ensure that textbooks and other course materials are available when courses begin.
2. Students will have access to the bookstore contractor website (linked from the Motlow State Community College website) which will provide book information, including ISBN numbers.
3. The bookstore contractor will disclose to faculty members on a per course basis the costs to students of purchasing the required textbooks and course materials. Faculty members will include the price of each item on the textbook and materials adoption form, thereby acknowledging by signature their knowledge of the cost(s) to students.
4. Faculty members will consider practices that reduce the cost of course materials, such as adopting the least expensive products that meet the requirements of the course, informing students of options available to them, placing books on reserve, providing unbound copies in binders whenever possible, going textless, creating in-house texts, etc. Regarding the practice of bundling: the bookstore will provide students the option of purchasing the textbooks and other study products separately if possible.
5. Copies of textbooks will be made available for student use at no cost through the academic department or through the library, provided that such textbooks have been furnished at no charge by the publisher for this purpose.
6. The bookstore contractor will continue to promote and publicize book buy-back programs via the website and on campus.
7. The bookstore contractor staff will continue to monitor and inventory textbooks and materials.