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| TEXTBOOKS- SELECTIONS, REQUISITION & DESK COPIES – 2:10:03:00 |
| Approval |
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| Responsible Party: Vice President for Academic Affairs |

I. SELECTION OF TEXTBOOKS

- A. The selection of textbooks is made by instructors in conjunction with the appropriate curriculum chair.
- B. When an initial textbook adoption or a change in textbook and/or adopted materials is anticipated, the faculty member(s) responsible for the course should submit the change(s) to the curriculum chair for approval. If a textbook is used, only one required textbook will be approved for each course, with the exception of Honors courses covering specialized topics and high school memoranda of understanding (MOUs). All instructors, full-time and adjunct, will use the same textbook.
- C. The curriculum chair forwards the information to the campus bookstore.
- D. The request for textbook change must be submitted before the beginning of the semester during which the current textbook will last be used. This timing allows the bookstore personnel to adjust purchasing routines.

II. REQUISITION OF TEXTBOOKS

- A. Faculty members are responsible for notifying the curriculum chair to requisition the textbooks for courses scheduled for the next semester.
- B. Adjunct faculty who would like to adopt a supplementary textbook should make the request to the curriculum chair. The curriculum chair will determine if the supplementary textbook is appropriate and necessary.
- C. Curriculum chairs should also project the number of textbooks which will be needed for the total number of sections being offered and forwarding to the campus bookstore.

III. DESK COPIES OF TEXTBOOKS

- A. The Department is responsible for purchasing textbooks or securing free desk copies of the textbooks from the publishers.
- B. If a textbook is purchased from the Bookstore using a department account, the instructor should replace the purchased textbook with one requested from the publisher prior to the end of the semester or

reimburse the department account.

- C. When a textbook is replaced, the bookstore will credit the discipline account from which the original purchase was made.