

# Dixie State University Policy

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## 605 Textbooks



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### I. Purpose

- 1.1 To establish policies for the selection and purchase of textbooks 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 and supplemental materials.
- 2.2 Dixie State University (DSU) maintains official records of required and recommended textbooks and supplemental materials for all college courses.

### III. Definitions

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

### IV. Policy

- 4.1 Responsibilities of Campus Bookstore
  - 4.1.1 Maintain the list of required and recommended textbooks and supplemental 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 Establish deadlines each semester for faculty submission of textbook and other course materials 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 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 or supplemental material for a class, the course should include substantial use of the textbook's or other materials' content.
  - 4.2.2 Provide timely and accurate information regarding textbook 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 and other materials, 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 DSU 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 Once a required textbook has been selected and adopted for a specific course in a semester, the textbook and supplemental materials will be used in the class unless the requested book is unavailable in the marketplace, even if the instructor changes.
- 4.3.3 If an instructor is not assigned to a specific course by the time the semester's registration begins, the department chair or designee shall select a standard textbook to be used in that class.
- 4.3.4 Place a copy of each required and recommended textbook on DSU 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 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 Use of older editions when substantial content changes are not present in new editions.
  - 4.4.1.4 Older textbook editions should be selected when substantial content changes are not present in new editions.
  - 4.4.1.5 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 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.
- 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 DSU and at other institutions, and the cost to students in comparison with other available materials.

#### 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.

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Policy Owner: Provost and Vice President of Academic Affairs

Policy Steward: Associate Provost

History:

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