

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Ordering Textbooks

**2-008
ACADEMIC AFFAIRS
July 2013**

POLICY

- 1.01 Faculty members at OSU Institute of Technology (OSUIT) are encouraged to keep instructional materials costs as low as possible.
- 1.02 Oklahoma state law (70 O.S., Section 3218.8) requires each board of regents of an institution within the Oklahoma State System of Higher Education to adopt an instructional material policy that requires:
- A. Bookstores located on campus, or bookstores which contract with the institution to provide bookstore services to students, must:
 - 1. Provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to faculty and staff the costs to students of purchasing instructional materials, and disclose publicly how new editions vary from previous editions,
 - 2. Actively promote and publicize book buy-back programs, and
 - 3. Disclose retail costs for instructional materials on a per-course basis to faculty and staff and make this information publicly available; and
 - B. Higher education faculty and staff members to consider the least costly practices in assigning instructional materials for a course, such as adopting the least expensive edition available when educational content is comparable as determined by the faculty and working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to students.
- 1.03 No employee or unit at an institution within The Oklahoma State System of Higher Education shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students enrolled at the institution to purchase specific textbooks or instructional material required for coursework or instruction. An employee or unit of an institution may receive:
- A. Sample copies of textbooks or instructional material, instructor copies of textbooks or instructional material, or other instructional material, that are not to be sold by faculty, staff, or bookstores;

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- B. Royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the employee;
 - C. Honoraria for academic peer review of instructional materials; and
 - D. Training in the use of instructional materials and technologies.
- 1.04 No instructional material vendor or bookstores located on campus, or bookstores which contract with the institution to provide bookstore services to students, shall solicit higher education faculty and staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff. Bookstores shall not permit book wholesalers conducting buybacks on campus to accept review instructional materials from faculty or staff. No bookstore shall engage in any trade of any instructional material marked as or identified as free review instructional materials.
- 1.05 The library will provide access to required instructional materials for classes with large enrollments or expensive textbooks. These materials will be on reserve at the library.
- 1.06 Academic division chairs are responsible for communicating with the Bookstore. As such, the head of the division should coordinate all aspects of ordering textbooks and course supplies for the academic unit.

PROCEDURES

- 2.01 Selection of textbooks is a divisional function; therefore, the division chair shall coordinate all selection and procurement functions. Individual faculty members shall not place orders for textbooks directly with the Bookstore. All original orders for textbooks and course supplies through the Bookstore must include the manufacturer's suggested retail price for each textbook and must be signed by the division chair. Any subsequent changes or additions to the original orders shall be approved by the division chair in writing.
- 2.02 If a textbook has been listed on the required list and the order has been processed, the textbook cannot be canceled or deleted unless the Student Union Bookstore is unable to supply sufficient quantities of the text or unless the class is canceled. In cases of the former exception, the Bookstore will notify the head of the division by telephone and confirm the notification in writing as quickly as possible so that alternate textbook decisions can be made.
- 2.03 All orders for textbooks will be finalized within the academic divisions and communicated to the Bookstore according to the published deadlines.

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- 2.04 The division chair will ensure that the same textbooks are used for multiple sections of a course. (This is to ensure that students enrolled in different sections of the same course receive essentially the same textbook information. Exceptions may be made upon approval of the division chair for class sections where students differ significantly from normal sections [i.e. special sections for majors or international students], or where an instructor's teaching style or approach differs from the normal approach, [i.e. case study, modular, or thematic designs]).
- 2.05 Problems related to textbook and supply orders should be communicated through the division chair to the Bookstore. It shall be the individual faculty member's responsibility to report such problems directly to the division chair and not to the Bookstore.