

Revision Responsibility: Executive Vice President - Provost
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: [TBR Policy 2:07:00:00](#)
TCA Title 49:7:1

PURPOSE

To assign responsibility for the selection of textbooks and ancillary course materials, establish requirements relative to their use, and minimize costs while maintaining quality of education and academic freedom.

POLICY

- I. Selection of textbooks and ancillary materials that students are required to purchase for a course is the responsibility of the full-time faculty teaching that course.
- II. Cost to students will be a major consideration in the selection of textbooks and ancillary materials. In general, the lowest cost alternative that meets the instructional needs and quality standards of the course will be selected. Ancillary materials will be required only if essential to meeting the student learning objectives of the course. Bundled materials will be considered only if the ancillary materials bundled with the textbooks are essential to the course and/or they deliver cost savings to the students.
NOTE: Bundled materials may prevent students from selling books back, and require students to buy new books or pay more for a used book plus the bundled materials than for a new book.
- III. Textbooks selected will generally be used a minimum of two years. New editions are not considered new selections. Courses taught in an alternative delivery format (hybrids, Internet, etc.) may necessitate the use of different textbooks or additional ancillary materials. Where this is the case, the on-campus bookstore and students must be clearly informed.
- IV. All faculty teaching the same course will use the same textbook and ancillary materials.
- V. Copies of textbooks will be made available to students at no cost through the division or the library to students when available at no charge from the publisher for this purpose.
- VI. The executive vice president - provost will work closely with division deans and the Columbia campus bookstore contractor to ensure that the requirements and procedures set forth in this policy and [TBR Policy 2:07:00:00](#) are adhered to by all concerned.

PROCEDURES

- I. The full-time faculty teaching the course or a committee selected from those faculty by the division dean will review possible textbooks/ancillary materials and recommend new selections. In disciplines with no full-time faculty, the division dean, in

consultation with the part-time faculty teaching the course, will select the textbooks/ancillary materials.

- II. The approval process for adoption of the recommended textbooks/ancillary materials will involve all full-time faculty. Prior to approval, the faculty will obtain from the Columbia campus bookstore the cost of the textbook and ancillary materials. These costs, in accord with CSCC Policy 02:04:00, section II will be considered in determining which textbooks/ancillary materials to adopt. After approval, the faculty will inform the division dean in writing, at least six weeks prior to the semester in which the new selections will be used, of the title, author(s), edition, cost, and the course(s) in which the textbooks/ancillary materials will be used.
- III. The division dean will report the new adoptions to the Columbia campus bookstore manager at least five weeks prior to the beginning of the semester.
- IV. The Columbia campus bookstore will disclose to the division dean on a per course basis the costs to students of purchasing the required textbooks and course materials. If there has been a substantial cost increase over the cost when first adopted, the division dean will obtain an affirmative acknowledgement of the new prices from the faculty members teaching the course prior to the order being placed. In those instances where the price remains within 10 percent of the price at adoption, it will be assumed that notification of adoption constitutes positive affirmation by the faculty of the price of the textbooks and materials.
- V. The Columbia campus bookstore will post information, including the International Standard Book Number (ISBN), regarding required and supplementary course materials. The College web page will provide an easily accessible link to the web where such information is posted. This information will be listed on the College web page for accessibility and information.
- VI. As part of doing business, the bookstore contractor will:
 - A. Comply with Procedure IV above.
 - B. When possible, provide students with the option of purchasing the textbooks and other study products in bundled packages separately.
 - C. Actively promote and publicize book buy-back programs.
 - D. Accomplish all textbook inventory and monitoring as set forth in this policy with existing bookstore staff.

Revised August 14, 1991; July 28, 1997 (title updates only); January 24, 2000 (new policy format and approval procedures); November 13, 2007 (to comply with Tennessee Code Annotated, Title 49, Chapter 7, Part 1 and TBR Policy 2:07:00:00, Cost of Textbooks); September 6, 2011 (new policy format and updated titles)