

03:05:03:00 Textbook and Ancillary Course Materials

Purpose:

The purpose of this policy is to ensure that Dyersburg State Community College (DSCC) faculty members are cognizant of the expense incurred by their students when purchasing course materials.

Scope:

This policy applies to all full-time faculty members who use course materials that students must purchase for use in their classes and to those persons managing the college bookstore.

Policy:

In adherence to Tennessee Code Annotated, Title 49, Chapter 7, Part 1 and the Tennessee Board of Regents Policy 2:07:00:00, DSCC shall minimize the cost of textbooks and ancillary course materials, while maintaining quality of education and academic freedom, by the following means:

1. Faculty members shall submit lists of required textbooks and course materials to their appropriate Discipline Coordinator or Dean according to the schedule below to ensure that the bookstore has the textbooks and other course materials available for students when classes begin:
October 15 – spring semester
March 15 – summer term
April 15 – fall semester
2. Students shall have access to information regarding required and supplementary course materials through the link to the bookstore on the DSCC website. Information on the bookstore's website includes the course name, section number, book title, author, publisher and the International Standard Book Number (ISBN).
3. Within two weeks of receiving textbook orders, the bookstore shall disclose to faculty members on a per course basis the costs to students of purchasing the required textbooks and course materials, and DSCC faculty members shall affirmatively acknowledge the price of the textbooks and materials before an order is completed. Discipline Coordinators responsible for courses with multiple sections that are taught by adjuncts will receive the costs of the course materials for these sections.
4. Full-time faculty members will sign a statement each semester acknowledging the cost of their respective textbook(s) and provide a short justification concerning book adoption (Textbook Cost Acknowledgement

Form attached).

5. DSCC faculty members shall consider practices to reduce the cost of course materials, such as adopting the least expensive option for the available products that meet the requirements of the course. Bundled materials should only be considered if they deliver cost savings to the students.
6. The Division Dean will inform the bookstore each semester that bundled materials must be made available as separate purchases.
7. The bookstore shall actively promote and publicize book buy-back programs. Promoting book buyback will include table tents for tables in vending areas, signs in all buildings, and emails to students.
8. Copies of textbooks will be made available for student use at no cost through the academic department or through the DSCC Learning Resource Center provided that such textbooks have been furnished at no charge by the publisher for this purpose. The LRC Dean will send an email to faculty each semester to request a copy of books that are furnished by the publisher for use by students, the LRC Dean will contact the publishers to request free copies, and the LRC Dean will use donated funds from the bookstore to purchase textbooks to place on reserve for student use.

Compliance:

The bookstore and all full-time faculty members must adhere to this policy.

Definitions:

Bundled – A group of objects joined together by packaging or which are required to be purchased as an indivisible unit.

Revision History:

Policy written February, 2008. Policy revised October 2012; approved by Administrative Council on 02/22/13.