

## Textbook and Ancillary Course Materials

### I. 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.

### II. 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.

### III. 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 required course instructional materials to their appropriate Academic Dean through the “DSCC Request for Instructional Materials” form and/or the DSCC electronic textbook order form (currently Follett Discover) 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 25– 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. 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. When possible, the DSCC bookstore should offer students the option to purchase textbooks and supplementary study materials separately rather than as a bundled package. Faculty should consider selecting course materials that allow for unbundled purchasing to provide students with greater cost savings.
  - A. Faculty may elect to participate in the Digital Engagement Initiative (DEI) that provides electronic instructional materials to the students at a reduced cost. When faculty elect to incorporate DEI materials in their course section(s), he or she will complete the “DSCC Request for Instructional Materials” form to indicate this decision.

- B. Faculty may elect to provide instructional materials at no cost to students by using Open Educational Resources (OER). When faculty elect to incorporate OER materials in their course section(s), he or she will complete the “DSCC Request for Instructional Materials” form to indicate this decision.
  - C. Faculty may elect to not require digital or purchasable materials in their course sections. However, when faculty choose this option, he/she will complete the “DSCC Request for Instructional Materials” form and indicate this option.
  - D. Students will be provided the option to opt out of the Digital Engagement Initiative (DEI) if they choose not to participate. Faculty who incorporate DEI materials in their course sections must ensure students are informed of this opt-out option and provide alternative means to access required instructional materials.
4. 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.
  5. DSCC students should not be restricted in their ability to rent or purchase new or used textbooks and course materials from vendors of their choice. Faculty members and bookstore management should make sure that required instructional materials are available for purchase both on-campus and through external retailers to allow students flexibility in obtaining their course resources at the most affordable price.
  6. Copies of textbooks will be made available for student use at no cost through the DSCC Learning Resource Center (LRC) provided that such textbooks have been furnished at no charge by the publisher for this purpose. The Dean of the LRC 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 faculty will contact the publishers to request free copies, and the Dean of the LRC will use donated funds from the bookstore to purchase textbooks to place on reserve for student use.

## **IV. Compliance**

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

## **V. Definitions**

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

OER – Open Educational Resources

DEI – Digital Engagement Initiative

DSCC Request for Instructional Materials Form- a Dynamic Form used to facilitate the process of communicating faculty preference for course instructional materials for a course section during an applicable term and for an individual faculty.

## **VI. Revision History**

Policy written February, 2008. Policy revised October 2012; approved by Administrative Council on 02/22/13; approved by Administrative Council on April 27, 2023; reviewed and approved by Administrative Council on 3/27/2025. Reviewed and approved by Administrative Council on February 26,2026.