

## TEXTBOOK ADOPTIONS GUIDELINES AND PROCEDURES

---

Generally textbooks are selected by the individual faculty member, though in some cases a departmental committee or a committee composed of faculty teaching a course may select texts. Faculty members are responsible for ordering their own texts and are required to provide textbook information to the appropriate VCU bookstore, Barnes & Noble @ VCU – Monroe Park Campus or Barnes & Noble @ VCU – MCV Campus. In an effort to make textbooks more affordable, the VCU bookstores are contractually obligated to provide students and others with accurate course material information. The deans and vice provosts responsible for instructional units will ensure faculty and departments comply with the textbook adoption guidelines and procedures.

**Faculty may not engage in direct sale of instructional materials to students.**

### A. Guidelines

1. Faculty should strive to minimize the costs of textbooks for students while maintaining the quality of education and academic freedom.
2. To ensure textbook adoptions are made with sufficient lead time to confirm availability and, where possible, ensure maximum availability of used textbooks, the faculty, departments or schools shall submit textbook and course material adoption information to the respective Barnes & Noble @VCU on the following schedule:
  - a. Fall semester adoptions by April 1
  - b. Spring semester adoptions by October 1
  - c. Summer session adoptions by March 1
  - d. As soon as practical upon the late appointment of the course instructor
3. Faculty members are encouraged to provide access to required textbooks and other educational materials, if applicable, through library checkout or similar arrangements and allow for resale and reuse of textbooks and manuals. Where appropriate, the VCU Libraries encourage faculty to contribute one complimentary copy of a textbook from textbook publishers to the library reserves desk so that all students in the class may benefit from access to these resources. The VCU Libraries also encourages faculty to consider electronic books, book chapters, electronic journal articles, and other digital materials provided through the Web by the VCU Libraries for supplemental and core reading in support of classroom work.
4. Faculty members are encouraged to limit their use of new edition textbooks when previous editions do not significantly differ in a substantive way as determined by

the appropriate faculty and Barnes & Noble @ VCU can ensure an adequate supply of the older edition books are available.

Increasing the availability of used textbooks, at discounts of 25% or more, significantly reduces the cost of textbooks. National demand for used textbooks far exceeds supply so early acquisition is essential. Having the textbook adoption information early also enables the bookstores to pay students the most for their used books and to acquire more books on campus. Consequently, faculty, departments and/or schools shall provide adoption information in a timely manner to facilitate the early acquisition of used textbooks.

## **B. Procedures**

### **1. Textbooks and Course Materials Adoptions.**

The University bookstores shall provide a textbook and course materials adoption process. There are four options to request textbooks: paper forms, phone, email requests, or .online. The Barnes & Noble @ VCU textbook managers notify deans, department chairs and faculty about the textbook adoption process approximately two to four months before the beginning of the semester. Additional information can be found online at <http://www.provost.vcu.edu/faculty/textbook.html>.

#### **a. Paper textbook adoption forms:**

- Each term the bookstores will deliver textbook request forms that can be used to submit adoption information for the coming term. Once complete, return the forms by campus mail, fax or in person to the bookstore. Arrangements can be made to have the forms picked-up. Forms are also available from the Textbook Manager at each campus bookstore. The Monroe Park Campus Textbook Manager can be reached at 828-1678 and the MCV Campus Textbook Manager can be reached at 828-0336.

#### **b. Phone textbook adoption requests:**

- Call the Textbook Manager of the applicable campus bookstore with the textbook title, author, edition, ISBN and the estimated class enrollment. The phone number for the Monroe Park Campus Textbook Manager is 828-1678 and the phone number for the MCV Campus Textbook Manager is 828-0336.

#### **c. Email textbook adoption requests:**

- Email the Textbook Manager of the applicable campus bookstore with the textbook title, author, edition, ISBN and the estimated class enrollment. The email address for Monroe Park Campus Textbook Manager is

textbooks@vcubooks.com and the email address for the MCV Campus Textbook Manager is showe@vcubooks.com.

d. Electronic Web-based textbook adoption:

- Instructions for the Web-based textbook adoption process can be found at <http://www.provost.vcu.edu/pdfs/GuideToSubmittingTextbookRequests.pdf>
- Alternatively, from the VCU homepage, select “for Faculty and Staff”, and the applicable bookstore under “Campus bookstores” then the “Faculty” tab at the top of the page, then login or register if necessary.
- Follow steps 1 through 5 and you are done.
- After you complete this process, you will receive an email confirmation that your textbook request was received.
- If you have questions or need assistance with the textbook request process, contact the bookstore anytime.

2. Textbooks and Course Materials Listings.

Barnes & Noble @ VCU shall post the listings of textbooks required or assigned for particular courses in a central location on their Website within fifteen days of the original due date. Adoptions received after the original due date will be posted within one week of receipt. The listings shall be in a standard format and include the International Standard Book Number (ISBN), when applicable, along with other relevant information received from the faculty.

3. Faculty Responsibilities.

- a. In the textbook adoption process, faculty members shall affirmatively confirm the use of all items ordered in the textbook bundle package. By placing an adoption for a bundled package, the faculty member affirmatively confirms his/her intent to use each item in the bundled package. If the faculty member does not intend to use all items in the bundle he/she shall notify the bookstore of the items required, and the bookstore shall order the individualized items when the store’s procurement is cost effective for both the institution and students and such items are made available by the publisher.
- b. Faculty members shall affirmatively acknowledge the quoted current retail price of the selected textbook through the textbook adoption process. By placing a textbook and course materials adoption, the faculty member affirmatively acknowledges that he/she is aware of the current quoted retail price of the textbook selected for each course. Faculty members shall be encouraged to confirm the quoted current retail price with the publisher or through a Web search prior to adopting the textbook.

4. Training.

In order to support the faculty, Barnes & Noble @ VCU shall:

- a. Provide training support to the faculty about the textbook adoption process. Questions may be directed to the Textbook Manager at each campus bookstore.
- b. Make every effort to provide the maximum number of used books available.
- c. Work with faculty to discount any old editions non-returnable to the publisher.
- d. Work with faculty to discount remainder textbooks (a book that remains in the store's inventory after sales have fallen off for a course) when practical.
- e. Make every effort to make current textbook retail prices available as part of the Web-based adoption process.

**C. Related Document:** Textbook Sales Policy