

Oklahoma State University Policy and Procedures

ORDERING TEXTBOOKS

2-0208
ACADEMIC AFFAIRS
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POLICY

1.01 It is the intent of Oklahoma State University to utilize high quality instructional materials and make the materials available to students in the most economical manner.

1.02 Oklahoma state law (70 O.S., Section 3241.1) requires:

- A. Bookstores located on campus or bookstores which contract with the institution to provide bookstore services to students:
 - 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 department 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 department 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;
- 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 undergraduate classes with large enrollments or expensive textbooks. These materials will be on reserve at the library.

1.06 Academic department heads are responsible for providing liaison with the University Store. As such, the head of the department should coordinate all aspects of ordering textbooks and course supplies for the academic unit.

PROCEDURE

2.01. Selection of textbooks is a departmental function; therefore, the department head shall coordinate all selection and procurement functions. Individual faculty members shall not place orders for textbooks directly with the University Store. All original orders for textbooks and course supplies through the University Store must include the manufacturer's suggested retail price for each required textbooks and must be signed by the department head. Any subsequent changes or additions to the original orders shall be approved by the department head 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 University Store is unable to supply sufficient quantities of the text or unless the class is canceled. In cases of the former exception, the University Store will notify the head of the department 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 departments and communicated to the University Store according to the published deadlines.

2.04. The department head 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 department head and dean 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 When electronic supplements to textbooks are used, efforts should be made to use items that are cross-platform compatible and accessible to students with disabilities.

2.06 Problems related to textbook and supply orders should be communicated through the department head to the University Store. It shall be the individual faculty member's responsibility to report such problems directly to the department head and not to the University Store.

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