

MEMORANDUM

DATE: March 28, 2012

TO: Deans, Directors, Department Heads

FROM: Warwick Arden
Provost and Executive Vice Chancellor

SUBJ: Textbook Adoption and Costs

It is time again to choose textbooks for the Fall 2012 semester. The on-time adoption date is April 5th. The Bookstore will continue to accept requests any time after the initial deadline has passed. The need to submit timely adoptions is critical due to the Higher Education Opportunity Act (HEOA) which includes several textbook requirements for all colleges receiving any federal funds. The HEOA mandates that college bookstores display “to the maximum extent practicable”, all pertinent course adoption information at the time students register for classes. This information includes both traditional textbook adoptions as well as any available institutional alternative content delivery programs. Alternative content may include webassign access codes, e-book options, and custom course materials. For a link to the full HEOA textbook provisions see:

[://content.efollett.com/HEOA/library/HEOATextbookProvision.pdf](http://content.efollett.com/HEOA/library/HEOATextbookProvision.pdf)

The Bookstore has added resources for faculty on the store’s website including information on e-books, textbook rentals, publisher information and a frequently asked questions page. Please visit the faculty site at:

[://go.ncsu.edu/faculty-resources](http://go.ncsu.edu/faculty-resources)

Instructors still have several options to submit textbook requests.

[://go.ncsu.edu/textbook-requests](http://go.ncsu.edu/textbook-requests)

- Online with account login- This method saves request history and is best for classes that generally reorder the same books from semester to semester.
- Online request page without login- This page is a simple form which can be submitted online and printed for future reference.
- Email or phone requests directly to the Textbook Department 515-3915

Instructors are also encouraged to notify the store of the following: No Text Required, Instructor materials online, E-Reserves through Library. These notifications can be emailed to the textbook information editor, Isaac Pomper at [@ncsu.edu](mailto:isac@ncsu.edu) or online with an account login.

Wolf Xpress print and copy services, a division of NC State Bookstores, offers a full suite of printing options for course materials including coursepacks, lab manuals, and perfect bound paperback books. For contact information and price quotes, please visit the Wolf Xpress site:

www.unc.edu/wolfxpress

If you have questions or additional ideas for effective management of textbook costs, please contact me (pat.hofmeister@unc.edu), Anthony Sanders (anthony.sanders@unc.edu), or Pat Hofmeister (pat.hofmeister@unc.edu)

Attachment: Best Management Practices for Textbook Adoption and Use

Best Management Practices for Textbook Adoption and Use

- ❑ Thank you for considering the costs of textbooks in your strategy for textbook adoption and use of other materials in your courses. YOUR STUDENTS APPRECIATE YOUR CARE!

- ❑ All teaching faculty are to submit their book lists to the NCSU Bookstores by its established deadlines (Fall = April 5; Spring = October 15; Summer = March 15). Departments are encouraged to set their own deadlines for submissions that precede the dates specified by the Bookstore.

- ❑ Review Academic Policies and Regulation #02.20.10 entitled “Listing of Required Course Materials with the NCSU Bookstores” ([://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.18.php](http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.18.php)).

- ❑ At the same time faculty submit their book lists to the NCSU Bookstores, we encourage using the NCSU Libraries Book Reserves to make reserve copies available to students ([://www.lib.ncsu.edu/reserves/faculty](http://www.lib.ncsu.edu/reserves/faculty)); 515-2597.

- ❑ Unless specifically requested to do otherwise, NCSU Bookstores will
 - order unbundled texts whenever such are available,
 - encourage faculty where applicable to use texts in the same edition used previously,
 - work with faculty to adopt the least expensive textbook that is pedagogically sound.

- ❑ Require a textbook only if it will be used in a substantial way in the course. Students’ end-of-semester course evaluations can inform instructors’ decisions regarding perceived value of selected course texts.

- ❑ Whenever practical, we encourage providing students with supplemental materials to update textbooks rather than requiring new editions.

- ❑ Faculty-authored texts, required for purchase by enrolled students, must be approved through the process defined in the author’s Conflict of Interest statement.

- ❑ We encourage faculty to work with textbook publishers to develop more economical materials that may include low-cost on-line alternatives to traditional textbooks.

- ❑ We encourage faculty to donate desk copies they receive from publishers to the NCSU Libraries as reserve copies of the textbooks for their course.

- ❑ We encourage faculty to consider potentially lower cost text options such as electronic reserves and/or digital access to materials that are appropriate to course objectives.

Faculty and departmental textbook coordinators should regularly review the section of the NCSU Bookstores website titled “Faculty Resources”

[://go.ncsu.edu/faculty-resources](http://go.ncsu.edu/faculty-resources)