

MEMORANDUM

To: Deans, Directors, Department Heads

From: Warwick A. Arden
Executive Vice Chancellor & Provost

Re: Textbook Adoptions for Fall 2013

Date: April 15, 2013

It is time again to choose textbooks for the fall semester. The early deadline of April 5th has passed, but there is still plenty of time to submit textbook requests. For reporting purposes, the UNC Board of Governors has established that any textbook request received prior to the start of final exams will be counted as "on-time." For fall 2013 adoptions, this date is **Tuesday, April 30, 2013**.

While the cost of textbooks continues to rise, NC State Bookstores has implemented several new programs that have reduced the cost of course materials significantly during the current academic year. Students now have several options in obtaining their course materials through the Bookstore's website including price comparison shopping from multiple vendors in both print and digital formats. The Bookstore also offers both an online and in-store textbook rental program for a majority of adopted titles. These two programs have helped students save over \$1.2 million during the 2012-2013 academic year. Finally, early adoptions (those received before final exams) help the Bookstore secure more used book inventory through student buyback as well as locate low cost inventory in the online marketplace. These cost savings are passed directly on to students.

The need to receive timely textbook adoptions remains a high priority for all UNC system schools. Each institution must continue to show progress toward lowering the cost of course materials, or it will not be allowed to request increases in tuition and fee rates. Also, due to mandates included in the Higher Education Opportunity Act (HEOA), the University must provide product details for all relevant course materials and associated costs at the time students enroll in classes.

Instructors and staff still have several options to submit 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 ilpomper@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:

go.ncsu.edu/wolfxpress

If you have questions or additional ideas for effective management of textbook costs, please contact me (provost@ncsu.edu), Anthony Sanders (Anthony_Sanders@ncsu.edu), or Pat Hofmeister (Pat_Hofmeister@ncsu.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” (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. Be aware that the Bookstore now provides a copy of each required textbook directly to the library each semester (<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” <http://go.ncsu.edu/faculty-resources>