

MEMORANDUM

To: Deans, Directors, and Department Heads

From: Warwick A. Arden

Re: Textbook Adoptions for Spring 2014

Date: October 28, 2013

It is time once again to select textbooks for the upcoming spring semester. While the early deadline of October 15th has already passed, there is still time to submit your textbook requests in compliance with the UNC Board of Governors' established deadline of **Wednesday, December 4, 2013**.

NC State Bookstores is maintaining its commitment to reduce the overall cost of textbooks and offer a range of options to students seeking to fulfill their course materials needs. These include:

- In-store and online rental options for most titles, including digital.
- Online sourcing of materials, which drives a "Dynamic Pricing" program that allows for highly competitive pricing within the marketplace.
- Equally aggressive pricing of books purchased through its Student Buyback program at the end of each term.
- A Bookstore website that offers comparison shopping and the option to purchase through multiple vendors.

Please note that the ability to purchase books at buyback, and to locate low-cost inventory of titles, relies heavily on the earliest possible adoption of course materials. Your cooperation, and the efforts of NC State Bookstores, resulted in student savings of over \$1.2 million in the 2012-2013 academic year. This trend can only continue with your compliance.

It is incumbent upon this institution, as well as all schools within the UNC system, to exhibit progress in our efforts to reduce the cost of course materials as a prerequisite to requesting increases in tuition and fee rates. Additionally, the Higher Education Opportunity Act of 2008 (HEOA) federally mandates that universities provide product details for all relevant course materials and associated class costs at the time of student enrollment. Clearly, the need to receive timely textbook adoptions is as critical as ever.

Instructors and staff have several options to submit textbook requests:

- Online, at <http://go.ncsu.edu/textbook-requests>, you may either create or login with an existing account in order to reference book history from previous terms. Additional faculty resources (publisher database, desk copy information, FAQs, etc.) are also available on this site.
- An online requisition form, with no need to login, is available here: <http://go.ncsu.edu/legacy-textbook-requests>
- Email and phone requests may also be made directly to the Textbook Information Editor, Isaac Pomper, at ilpomper@ncsu.edu, 515-3915. Please notify Isaac as well of any alternative text status, such as No Text Required, Instructor Materials Online, or E-Reserves through Library.

Wolf Xpress print and copy services, a division of NC State Bookstores, can assist with the production and copyright clearance of coursepacks, lab manuals and other non-traditional printed materials. For information and price quotes, visit the Wolf Xpress website at go.ncsu.edu/wolfxpress, or contact Manager Teri Hellmann at tbhellma@ncsu.edu, 513-7142.

NC State Bookstores is a non-profit entity, affiliated with Campus Enterprises. All proceeds from sales are returned to North Carolina State University for merit and need-based scholarships and student support programs. Your cooperation and patronage directly influence the Wolfpack academic experience!

Finally, the NC State Bookstore is always available to help. If you have any questions or concerns regarding your course material adoptions, please don't hesitate to contact Craig Kolman, Book Division Manager (ckolman@ncsu.edu, 515-6111), or Mike Nowlin, Textbook Manager (jnowlin@ncsu.edu, 515-3820).

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://policies.ncsu.edu/regulation/reg-07-10-02>).
- ❑ 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 (<https://reserves.lib.ncsu.edu/>); 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>