

MEMORANDUM

TO: Deans, Directors, Department Heads

FROM: Warwick A. Arden
Provost and Executive Vice Chancellor

SUBJECT: Textbook Adoption and Costs

DATE: February 28, 2011

The early deadline to submit Fall 2011 textbook adoptions is **April 5, 2011**.

Receiving timely textbook requests continues to be an important issue as it relates to rising textbook costs for students. The revised Higher Education Opportunity Act (HEOA) includes provisions for college bookstores that went into effect July 1st, 2010. The Provision of ISBN College Textbook Information in Course Schedules states: "To the maximum extent possible" bookstores should provide ISBN and price information for required and supplemental course materials for student preregistration and registration purposes. The complete HEOA textbook provisions can be found at:

go.ncsu.edu/heoa-textbooks

The Bookstore has recently upgraded the faculty textbook adoption site to include more resources for faculty. Please visit the Bookstore's faculty adoption site at:

[NC State Bookstores - Textbook Adoptions](#)

Instructors still have two options when requesting textbooks online:

- 1) Account login- This method saves request history and is best for classes that generally reorder the same books from semester to semester.
- 2) Request page without login- This page is a simple form which can be submitted online and printed for future reference.

In order to provide the most accurate course materials information to students, instructors are also encouraged to notify the store of the following:

- No Text Required
- Instructor materials available online
- Instructor materials provided in class
- E-Reserves available through the Library.

These notifications can be emailed to the textbook information editor, Isaac Pomper at ilpomper@ncsu.edu or requested online with an account login.

The Bookstore's Faculty Page includes the online textbook adoption page and frequently asked questions and can be found at: [NC State Bookstores - Faculty](#)

Additional Faculty Resources can be found at: [NC State Bookstores - Faculty Resources](#)

This page includes links to:

- Best Practices for Textbook Adoptions
- E-Book & Textbook Rental availability
- Guaranteed buyback program information,
- Publisher information database & desk copy information

Also, the Bookstore is proud to announce Wolf Xpress print and copy services. Wolf Xpress services include printing coursepacks, lab manuals, and printing perfect bound paperback books via our state of the art Espresso Book Machine.

For a complete list of services offered, please visit the Wolf Xpress site at: go.ncsu.edu/wolfxpress

The textbook staff is always available to assist instructors with any questions.

Isaac Pomper	Textbook Information Editor	ilpomper@ncsu.edu	515-3915
Tuyen Tran	Textbook Department manager	tuyen_tran@ncsu.edu	515-3479
Anthony Sanders	Book Division Manager	anthony_sanders@ncsu.edu	515-3868

Please note: the one-time funding that had been provided by the Provost as an incentive program to increase on-time adoptions will not be funded for FY 2011-12 due to the current budget situation.

We are moving

The Bookstore will be moving to a temporary location in Harrelson Hall in June 2011, and will reside there during the Talley Student Center expansion. The Bookstore will be located on the ground level and staff offices will be located on the first floor of Harrelson. Wolf Xpress Print & Copy Services is now located in the newly remodeled Atrium Food Court near DH Hill Library.

Attachment: Best Management Practices for Textbook Adoption and Use

cc: Chancellor Woodson
Executive Officers
Richard Hayes
Anthony Sanders
Vicki Pennington

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.
- ❑ 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 Faculty Resources section of the NCSU Bookstores website:
[NC State Bookstores - Faculty Resources](#)

[NC State Bookstores - Faculty FAQ](#)