**Best Practices in Textbook Management**

● 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 NC State 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 Bookstores.

● Faculty members are encouraged to work with textbook publishers and NC State Bookstores to provide more economical materials that may include low-cost, online alternatives through the inclusive access model known on campus as All-In. This model provides students with immediate access to learning materials at a greatly reduced cost compared to traditional textbooks.

● Review Academic Policies and Regulation #02.20.10 entitled “[Listing of Required Course Materials with the NC State BookstoresHYPERLINK "https://policies.ncsu.edu/regulation/reg-07-10-02" \h .](https://policies.ncsu.edu/regulation/reg-07-10-02)”

● At the same time faculty submit their textbook lists to the NC State Bookstores, we encourage using the NCSU Libraries Course Reserves to make reserve copies available to students, along with other relevant materials for the course. Be aware that the bookstore now provides a copy of each required textbook directly to the library each semester. (<http://www.lib.ncsu.edu/aboutreserves>).

● Faculty members are encouraged to donate desk copies they receive from textbook publishers to the NCSU Libraries, where they can be placed on reserve.

● Unless specifically requested to do otherwise, NC State Bookstores will order unbundled texts whenever such are available, encourage faculty where applicable to use texts in the same edition used previously, and 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 course texts.

● Whenever practical, provide 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.

● Faculty members are encouraged to consider potentially lower-cost content options such as electronic reserves and/or digital access to materials that are appropriate to course objectives. For example, the Libraries provides support and grants through the Alt-Textbook Project to adopt, adapt, or create free or low-cost alternatives to expensive textbooks (Open Educational Resources). For more information, visit the Libraries’ [Textbooks site](http://lib.ncsu.edu/textbooks). If you would like to have a conversation about adopting an Open Educational Resource in place of your current textbook, please contact either David Howard (dlhoward@ncsu.edu), DELTA, or Will Cross (wmcross@ncsu.edu), Libraries.

● Faculty and departmental textbook coordinators should regularly review the section of the NC State Bookstores website titled “[Faculty ResourcesHYPERLINK "http://go.ncsu.edu/facultyresources" \h .](http://go.ncsu.edu/facultyresources)”