

6.5.3 College Textbooks

Last Revised: January 2021

Policy: Piedmont Community College (PCC) offers textbooks for sale through the Bookstore.

Purpose/Definitions:

Purpose

The purpose of this policy is to establish guidelines for purchasing textbooks and minimize the cost of textbooks while maintaining the quality of education and academic freedom. The policy, moreover, ensures compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008.

Definitions

Textbook (Traditional)—printed book used as a standard work for the study of a particular subject.

E-Book—an electronic version of a printed book that can be read on a computer or handheld device designed specifically for this purpose.

Academic Coursepack—a printed or digital collection of assigned readings, as for a college course, typically including an assortment of periodical articles or sections of a longer book.

Loose Leaf Textbook—unbound paper versions of the traditional textbook.

Instructional Materials—resources that organize and support instruction, such as textbooks, tasks, supplementary resources, and DVDs. These resources usually support active learning and assessment.

Syllabus—an outline or a summary of the main parts of a course of study. It is also known as a Course Outline.

Textbook Rental—students may rent textbooks each semester from the PCC Bookstore. Textbooks are returned to the Bookstore at the end of the semester.

Buy-Back—the process of buying back of books by the Piedmont Community College Bookstore—the original seller.

Open Educational Resources (OER)—teaching, learning, and research resources in any medium, digital or otherwise, that reside in the public domain or have been released under an open

license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.

Library Resource Reserve—a service offered by the Learning Commons that provides special, short-term access to course-related materials (book, article readings, lecture notes, sample tests) or to other materials (CD-ROMs, audiovisual materials).

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and the Vice President, Administrative Services/CFO have monitoring authority over this policy.

Procedure:

Section 1: Textbook Adoptions and Orders

- 1.1. Textbook adoptions are made by departments with sufficient lead time to the PCC Bookstore to confirm availability of the requested materials and, where possible, ensure maximum availability of both new and used textbooks.
- 1.2. Instructional Deans are responsible for ensuring that all pertinent courses under their authority have completed textbook order forms submitted by the deadline, even in instances where no instructor or faculty member has been assigned a course section as of the announced textbook ordering deadline date.
- 1.3. Full-time faculty are responsible for selecting textbooks, e-books and/or other instructional materials for courses in their area. In disciplines where there is no full-time faculty member, either the faculty department chair or the instructional dean will select the textbook(s).

Section 2: Conflicts of Interest

- 2.1. When selecting textbooks or materials for courses, a faculty member must avoid any conflict of interest or appearance of conflict of interest in assigning textbooks or instructional materials in his or her classes from which he or she may benefit financially.
- 2.2. Faculty members cannot accept reviewing or other fees where the fee is contingent on the use of the textbook or instructional materials in the faculty member’s classes.
 - 2.2.1. There are no exceptions to this provision.

- 2.3. In no instance should either an individual faculty member or a instructional dean accept a financial incentive to adopt a specific textbook.
- 2.4. Textbooks, open educational resources, e-books, academic coursepacks, and other teaching materials should be selected for their academic and pedagogical value.
 - 2.4.1. Where there is no single obvious outstanding choice, other factors such as availability and price can be used in addition to pedagogical value.
 - 2.4.2. The selection of textbooks or instructional materials should be able to stand the test of peer review.
- 2.5. Unless otherwise approved by the instructional dean and Vice President, Instruction all sections of a course (e.g., HIS 131, American History I) must use the same textbook.

Section 3: Cost Considerations

- 3.1. When possible, a textbook should be used for three academic years to allow for the use of used textbooks.
 - 3.1.1. Exceptions to this can only be made with the approval of the instructional dean and in consideration of academic quality, changes in technology, changes in the field, or in a situation where the publisher changes editions and the old edition is no longer available.
- 3.2. The PCC Bookstore provides students with certain options to reduce the cost of textbooks. They are as follows:
 - 3.2.1. Buyback is offered at the end of each semester for students who purchased books at the PCC Bookstore and take the textbook to the PCC Bookstore on campus. However, buyback is offered all year for students who wish to return books on the College's website.
 - 3.2.1.1. Depending on the condition of the textbook, students may receive up to 50% of new price when students are able to sell books to the store during buyback and up to 25% off new price when students are able to purchase a used textbook for their upcoming courses.
 - 3.2.1.2. Certain conditions apply.

- 3.2.2. Rent-a-Textbook is available for many course adoptions and reduces the cost up to 30% over the cost of a new book.
 - 3.2.2.1. Textbook publishers that require a special access code will not allow students to rent the books.
 - 3.2.2.2. Check with bookstore for eligible rental items.
- 3.3. When working with publishers in order to make adoptions, faculty should carefully consider the various options. The following guidance is provided in order to ensure that college employees make a selection that is cost effective for the student:
 - 3.3.1. The traditional textbook is often the choice with the lowest total student cost because it can be purchased and sold back multiple times throughout the life of the edition.
 - 3.3.2. Bundles consist of a textbook with ancillary materials such as CDs, DVDs, access codes, study guides or other items.
 - 3.3.2.1. Bundles may be more cost effective for students, but only when the materials cannot be purchased separately or the purchase price of a bundle is lower than the cost of a used text and the separate purchase of the access code and/or other components.
 - 3.3.2.2. Bundles offer the best value when the content is integrated into the course and the use of the ancillary materials is required by faculty.
 - 3.3.3. In the case of custom published products, content can be reorganized and additional faculty created content can be added.
 - 3.3.3.1. The price is typically lower than additional texts, since students pay only for the content that is included and publishers can count on higher sales because of the uniqueness of the content; however, if the faculty member is not committed to using the textbook for multiple terms it may diminish the student's ability to participate in the buyback program and can increase the price to students overall due to the inability to return any textbooks that are not purchased to the publisher by the bookstore.
 - 3.3.4. Faculty may allow the purchase of an e-book version of the text in place of a print textbook option, along with rent-a-text options.
 - 3.3.5. Loose-leaf versions of textbooks are sold at a lower retail price than traditional texts because they are unbound paper versions of the textbook.

3.3.5.1. Although the students incurs less expense at the time of the purchase, they also incur the cost of a binder, and most loose-leaf textbooks cannot be sold during buyback or purchased used.

3.3.6. Open educational resources (OER) include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.

3.3.6.1. OER have been released under an open license that permits no-cost access, use, adaptation and redistribution by faculty and students with no or limited restrictions.

Section 4: General Provisions

4.1. Books and other instructional materials that are ordered by the deadline will be available for purchase by students before the first day of classes each semester or summer session unless the publisher no longer has the book in stock or cannot make it available prior to the start of the semester or summer session or delayed in shipping.

4.2. Instructors should only order course materials that are required for the course.

4.2.1. If instructors don't plan on using a textbook, then an order should not be submitted.

4.3. Dissemination of textbook information is the responsibility of the PCC Bookstore.

4.3.1. The Bookstore is responsible for providing information on best practices in textbook adoptions to faculty and for providing advice to students on ways to save money on textbook purchases and for complying with PCC's Textbook Policy.

Legal Citation: U.S. Department of Education's Higher Education Opportunity Act (2008), Section 133

History: Effective April 2017; Revised January 2021