

GLENVILLE STATE UNIVERSITY POLICIES

ADMINISTRATIVE POLICY 1

BOOKSTORES AND TEXTBOOKS

11.1. General.

1.1. Scope This rule shall be in effect and shall govern textbook sales and the operation of a bookstore, whether operated by a private vendor or University entity at Glenville State University.

1.2. Authority W. Va. Code §§ 18B-10-14, 12-2-2 and WV Higher Education Policy Commission Series 51

1.3. Effective Date June 10, 2020

1.4. Revision of Former Policy – Repeals and replaces Glenville State University Policy 11 – Bookstores and Textbooks [2010].

11.2. Intent of Policy

2.1. The Board of Governors of Glenville State University recognizes the importance of providing appropriate cost effective textbook options to students in an effort to enhance classroom instruction.

2.2. The Board also recognizes that cost of textbooks is a significant expense for students attending University courses and to the extent possible, the cost of textbooks should be monitored and kept as affordable as possible. It is recognized that frequent changes made in adopted textbooks may create an economic hardship for students.

2.3. The policy shall, as a minimum:

2.3.1. Allow for the establishment and operation of a bookstore to sell books and office supplies, supported by Auxiliary Services or operated by a private contractor.

2.3.2. Ensure that bookstores minimize costs to the students purchasing text books.

2.3.3. Provide to the students a listing of text books required or assigned for any course offered, as soon as the adoption process is complete.

2.3.4. Ensure that moneys derived from the operation of the bookstore be paid into a special revenue fund.

2.3.4.1. The Special Revenue Fund is prescribed in W. Va. Code § 12-2-2.

2.3.4.2. Moneys derived from the bookstore contracted with a private entity may be used for non athletic scholarships.

2.4. This policy defines the role of University and bookstore in maintaining reasonable textbook options and costs for students. The bookstore shall be managed in compliance with West Virginia Code §18B10-14.

2.5. This policy defines the University's response to Federal Mandates regarding textbook affordability.

11.3. Process for Textbook Adoption

3.1. It is the responsibility of the full time faculty member to recommend textbooks for adoption. The faculty must submit the necessary textbook adoption by the published textbook adoption deadline date or forfeit the opportunity to select a new textbook at that time. Faculty are encouraged to consider more than one textbook publisher and compare prices and course materials. Before the textbook recommendation is finalized, the department chair must concur and approve the selection. In cases where more than one instructor teaches the same course, the Provost or his/her designee shall call a meeting of the instructors involved for the purpose of choosing a textbook. The same textbook shall be used for all sections of the course unless a variance is approved by the Provost or his/her designee.

3.2. The Provost or his/her designee will be responsible for ordering desk copies directly from publishers. The bookstore manager will assist and provide publisher contact information upon request. Any textbook signed out from the bookstore to serve as a desk copy must be replaced or purchased within 60 days.

3.3. Once a textbook for a course has been adopted, it must be used as the adopted textbook for a minimum of two academic years including summer sessions unless the publication goes out of print or other comparable circumstances make it unavailable. Faculty are encouraged to select textbooks that it is believed will not be revised by the publisher prior to the completion of the two year adoption cycle. This provision does not apply to courses which are offered on two year rotations.

3.4. A textbook adoption deadline must be set for each semester by the Provost or his/her designee and all faculty must be notified of that date. Textbook orders for each semester and summer session are to be submitted to the manager of the bookstore. Textbook orders must be placed by the prescribed deadline to allow for ordering and delivery of books before the opening of each semester and summer session.

11.4. Publication of Textbook Selection

4.1. A listing of required textbook(s) for each course shall be made available to students as the

4.3. Glensville State University shall maintain full compliance with the textbook provisions of the Higher Education Opportunity Act (HEOA) by July 1, 2010.

11.5. Textbook Affordability Options

5.1. Faculty are encouraged to select textbooks that have low cost alternatives available that can be purchased

7.1.6. The same information, to the extent practicable for custom textbooks.

7.2. No employee of the institution shall select or assign a textbook or supplemental course materials if the publisher has not supplied the information, in writing, required by Section 7.1. of