

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## I – ACADEMIC AFFAIRS POLICIES

### I – 120.0 TEXTBOOK POLICY

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**Policy #:** I – 120.0  
**Effective:** June 2007  
**Revised:**  
**Responsible Dept.:** VPISS

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#### **Purpose**

In an effort to minimize the cost of textbooks while maintaining the quality of education and academic freedom, and in compliance with § 23-4.3:1 of the Code of Virginia amended in 2006

#### **Policy**

An Act to amend the Code of Virginia relating to textbook sales at public institutions of higher education passed and was effective July 1, 2005. A summary of the new guidelines follow:

The Act prohibits employees at Virginia public institutions of higher education from demanding or receiving any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students to purchase a specific textbook required for coursework or instruction. An exception allows the employee to receive (i) sample copies, instructor's copies, or instructional material, not to be sold; and (ii) royalties or other compensation from sales of textbooks that include such instructor's own writing or work.

The measure also requires the governing boards to implement procedures for making available to students in a central location and in a standard format on the relevant institutional website listings of textbooks required or assigned for particular courses at the institution.

Finally, institutions maintaining a bookstore supported by auxiliary services or operated by a private contractor must post the listing of such textbooks when the relevant instructor or academic department identifies the required textbooks for order and subsequent student purchase.

#### **Procedure**

The following are guidelines for selection of textbooks:

1. Those faculty textbook adoptions are made with sufficient lead time to the Bookstore so as to confirm availability of the requested materials and, where possible, ensure maximum availability of used textbooks. (***The Bookstore requires textbook list by April 15 for fall semester, October 15 for spring semester, and March 15 for the summer session.***)
2. That in the textbook adoption process, the intent to use all items ordered, particularly each individual item sold as part of a bundled package, is confirmed by the faculty member before the adoption is finalized. If the faculty member does not intend to use each item in the bundled package, he/she shall

notify the bookstore, and the bookstore shall order the individualized items when their procurement is cost effective for both institutions and students and such items are made available by the publisher.

3. That faculty members affirmatively acknowledge the bookstore's quoted retail price of textbooks selected for use in each course.
4. Those faculty members are encouraged to limit their use of new edition textbooks when previous editions do not significantly differ in a substantive way as determined by the appropriate faculty member and are available.

Full-time faculty are responsible for selecting textbooks for courses in their area. In disciplines where there is no full-time faculty member, the division dean will consult with the adjunct faculty.