

Textbooks and Learning Materials

Apr 22, 2018

Scope: Who is Covered by this Policy?

Instructional Staff

Policy

The selection and adoption of textbooks and/or course materials are an academic departmental responsibility. Academic departments are encouraged to adopt the most appropriate and highest quality textbook for presenting course content and accomplishing course objectives. However, to maintain our goal of higher education access and affordability for our students and to comply with the Ohio Department of Higher Education statutory requirements, academic departments are also encouraged to take into consideration the cost and expense of the textbook and other materials for the student taking the course when making adoption decisions.

Academic departments should ~~strive to~~ make selections for required textbooks and supplemental and other course materials ~~in a timely manner~~ no later than the first day of class registration to ensure that sufficient quantities of textbooks and supplemental materials are available to meet the needs of students and to assist students in being responsible consumers.

Some exceptions may apply, including when the instructor for a course is not assigned before the registration process begins. In these situations, it is recommended that the instructor or department selects materials that are similar in cost to those previously used for the course.

Before each upcoming academic term, the Office of the Provost University Registrar shall partner with the University Bookstore to make publicly accessible the following information for each upcoming academic term:

1. the International Standard Book Number (ISBN) and retail price information of required and recommended commercial textbooks and supplemental materials for each course listed in the course schedule; and

2. the expected number of students enrolled in each course and the maximum student enrollment for the course.

The Office of the ~~Provost~~University Registrar, in consultation with the University Bookstore, shall communicate to the deans, department chairs, and program ~~directors,~~ ~~and regional campus coordinators~~ ~~the~~director~~the~~ date by which their textbook information is to be provided to the University Bookstore.

The textbook information provided to the University Bookstore shall be published on the University Bookstore website and shall be made readily accessible through a link from the University's on-line course registration system.

If the ISBN is not available, then the author, title, publisher, and copyright date for such college textbook or supplemental material will be published. If the University Bookstore determines that the disclosure of the information required by this policy is not practicable for a college textbook or supplemental material, then it will place the designation 'To Be Determined' in lieu of the information required.

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Departmental Responsibilities

~~4.~~ The information referenced above will be made available by academic departments and programs each academic term to the University ECampus Online Bookstore on or before a date specified by the Office of the ProvostUniversity Registrar. The academic departments and programs will endeavor to ensure that the information provided to the University ECampus Online Bookstore is in an acceptable format so as to avoid unnecessary orders and returns ~~by the University Bookstore.~~

~~2.1.~~ 2.1. Unless the academic department has made other arrangements, it is the responsibility of each individual instructor to secure his or her own desk copies of textbooks.

~~3.2.~~ 3.2. Each academic department or program and regional campus coordinator should designate a person to act as its representative with the University ECampus Online Bookstore and should inform the Bookstore of the name of the designated person.

~~4.3.~~ 4.3. To the extent possible, the University ECampus Online Bookstore should be notified of increased enrollments of scheduled course sections and/or of additional course sections to be offered.

~~5.4.~~ 5.4. Following the submission to the University ECampus Bookstore of textbook lists for the upcoming academic term, instructors are expected to use the textbooks specified for that term.

5. Departmental representatives should use the option available with the ECampus Online Bookstore to indicate that no textbook is required when an instructor does not plan to use a textbook for their course.

Additional Bookstore Responsibilities

The University Bookstore is responsible for disseminating information to students regarding:

1. available institutional programs for renting textbooks or for purchasing used textbooks;
2. available institutional guaranteed textbook buy-back programs, if any;
3. available institutional alternative content delivery programs; and/or
4. other available institutional cost-saving strategies.

Related Form(s)

Not applicable.

Additional Resources and Procedures

Not applicable.

FAQ

Not applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officers

Provost and Executive Vice President for Academic Affairs

Legal Authority

- Ohio Ethics Laws
- 20 USC 1015(b)

Compliance Policy

Yes

Revision History

Amended July 2018; Section "Self-Authored Materials" made a separate policy July 2021; [Amended July 2022](#)

Reference ID(s)

- MUPIM 10.4
- OAC 3339-10-04

Reviewing Bodies

- Provost and Executive Vice President for Academic Affairs
- Miami University Senate