



College of The Albemarle Policy

Policy Number: 4.2.3

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Title: Instructional Material Selection

Related Policy and Procedure: 4.2.3.1 Surplus Instructional Material; 4.2.3.2 Instructional Material; 6.3.1 Bookstore Operations

Division of Responsibility: Learning and Operations

The program coordinator or department chair of each academic area is responsible for the oversight of ordering instructional materials for his or her area.

The program coordinator or department chair will order instructional materials utilizing the system developed by the College in partnership with the bookstore vendor. At least every five years, the college chief operations officer (COO) will organize a review of the Bookstore contractual agreement on the sale of textbooks and other instructional materials to determine if the agreement is appropriately balanced between affordability for students and other priorities identified by the College. The COO shall report all findings to the president or president's designee.

Requests for textbooks are to be made as soon as possible after the next semester schedule is completed. All requests should specify the course in which the textbooks are to be used.

The program coordinators or department chairs will be responsible for acquiring textbooks for adjunct faculty.

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June 13, 2023

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N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision