



College of The Albemarle Procedure

Procedure Number: 3-34.1P

Pages: 1 of 2

Title: Textbooks

Related Policy and Procedures:

Division of Responsibility: Division of Learning

August, 1995; February, 2003;

October, 2013

October, 2017

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

College of The Albemarle shall develop a procedure outlining textbook/ course material selection and ownership.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

A. Textbook Selection

Faculty members are free to select their textbooks within the following limitations:

1. The same textbook shall be used for all courses with multiple sections.
2. Textbooks should be selected on a basis of planned continuous use for a minimum period of two years; and
3. Textbook requisition forms must be submitted through the appropriate Department Chair for approval before forwarding to the Bookstore Manager.

B. Ownership of Unsolicited, Complimentary Textbooks

Ownership of unsolicited, complimentary textbooks depends primarily on the intent of the publishing company. The following guidelines should be observed in determining this intent:



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1. Declarations or statements of publishing companies that unsolicited, complimentary textbooks are intended as gifts to the college
2. Books addressed to a college or to an unnamed college employee, e.g. a book addressed to "Vice President of Learning, College of The Albemarle," shall be treated as gifts to the college and shall be disposed of only via the excess property procedures of the college.
3. Books addressed to college employees at their home addresses and/or to named employees of the college shall be treated as academic resources for the individual to review.

C. Textbook Ordering

Textbook adoptions should be completed and submitted online through the eFollett website prior to the adoption deadline set by the Bookstore Manager (deadlines are typically the middle of the prior semester). Notice should be given to the Bookstore Manager at least two months in advance of a proposed change in a textbook currently in use. This will enable return of the suspended books on hand within the return policy of publishers. Research or questions regarding new books or new editions should be approached prior to the adoption deadline; the Bookstore Manager can assist with any textbook changes. Faculty and staff who order books will be notified by the Bookstore Manager before books are returned to publishers.