



# College of The Albemarle Policy

Procedure Number: 4.2.3.2

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**Title: Instructional Material**

**Related Policy: 4.2.3 Material Selection**

**Division of Responsibility: Learning**

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## I. TEXTBOOK SELECTION

Curriculum employees may select their textbooks within the following limitations:

- A. The same textbook shall be used for all courses with multiple sections.
- B. Textbooks should be selected on a basis of planned continuous use for a minimum of two years if applicable; and
- C. Textbook requests must be submitted through the appropriate program coordinator or department chair for approval, before forwarding to the Bookstore.

## II. TEXTBOOK ORDERING

Textbook adoptions should be completed and submitted online through the Bookstore website or approved system 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 the 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. Employees who order books will be notified by the Bookstore Manager before books are returned to publishers.

## III. 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:

- A. Declarations or statements of publishing companies that unsolicited, complimentary textbooks are intended as gifts to the College or employee.
- B. Books addressed to a College administrator 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).
- C. Books sent to an employee’s home addresses or addressed to a non-administrative employee shall be the property of the employee.

June 13, 2023

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N/A

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**Date Approved by President’s Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**