

# Virginia State University Policies Manual

Title: Textbook Adoption and Sales and Bookstore

Policy: 1600

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## **Purpose**

This policy sets forth the policies and guidelines for the adoption of textbooks and establishes the University's compliance with HB1478 – Textbook Legislation as enacted by the Virginia General Assembly. The VSU Bookstore Advisory Committee has compiled the following list of policy statements to enhance the university's compliance with HB1478 – Textbook Sales.

## **Authority, Responsibility, and Duties**

Applicable parties to this policy are Virginia State University Deans, Department Chairs, Faculty, Staff and the management and employees of the outsourced bookstore operations vendor. Those responsible for monitoring adherence to the policy are the Bookstore Manager, Director of Business Services and the Assistant to the Vice President for Administration and Finance.

The VSU Bookstore Advisory Committee was established in 2005 and tasked with responsibility for recommending operating policies for the University Bookstore and for the University regarding bookstore matters.

## **Definitions**

None

## **Policy Statements**

No employee of Virginia State University or its contractors shall demand or receive 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; with the exception that employees or contractor employees may 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.

- Department Chairs, working cooperatively with their respective faculty, will ensure that textbooks for the Fall Semester are adopted prior to the last day of classes for the Spring Semester and for the Spring Semester are ordered no later than October 15. This will allow sufficient lead-time for the University Bookstore to confirm availability and, where possible, ensure maximum availability of used textbooks. Faculty will acknowledge the quoted suggested retail price of the textbooks selected each year. In the event of new courses, new curriculum or late faculty assignments to courses, these dates will be extended but orders must be provided as soon as possible.
- The use of bundled packages is discouraged unless each item in the bundle is required for coursework. If the faculty member does not intend to use each item in the bundled package, he/she shall immediately notify the bookstore and bookstore management 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.

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- The Bookstore, Deans, and Department Chairs are encouraged to provide information to educate new and returning faculty members in course textbook adoption, book ordering procedures (including the Southern Association of Colleges and Schools (SACS) and other accrediting agency requirements), electronic book ordering, textbook buyback process and benefits to students, dates of return for textbooks, the cost to the University for unused textbooks, and other sources of textbook procurement.
- Students shall be advised on textbook costs, buybacks, returns, and the consequences of not having the required materials for classes. This information shall be published on the University and Bookstore websites and attached to the student's financial aid briefing. The Bookstore Advisory Committee will monitor this provision and report to the Board of Visitors. This information will be shared with the Faculty Senate.
- Faculty members are encouraged to limit their use of new and revised edition textbooks, subject to the availability of the older edition, when the new editions do not significantly differ in a substantive way from previous editions as determined by the appropriate faculty member. Changes in editions at mid-year will require the review and approval of the Chair.
- Alternative provisions shall be made for the availability of required textbooks to students who are otherwise unable to afford the cost. In addition to the annual book scholarships provided by the outsourced University Bookstore vendor, the University's LIFTS (Low Income Families with Talented Students) Program shall be expanded to cover the full cost of required textbooks for program eligible students.
- The University, through the Development Office, shall explore additional alternative funding sources such as philanthropic donations and a possible alumni adopt-a-student-for-books campaign to assist students who are otherwise unable to afford the cost of textbooks.

### **Other Considerations**

This policy supersedes any previously published university textbook policies and/or procedures. This policy shall remain in effect until modified or rescinded by the University. The University reserves the right to amend, modify, or revise this document and publish any changes that it deems are in the best interest of Virginia State University and are in compliance with regulations mandated by the VSU Board of Visitors and/or the Commonwealth of Virginia.

### **References**

Virginia Acts of Assembly – Chapter 23-4.3:1 of the Code of Virginia entitled  
“Policies That Address Textbook Sales and Bookstores.”

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**Approved by:** Eddie N. Moore, Jr., President

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