

5.19 Adoption Policies and Procedures for Textbooks, Supplemental Texts, and Other Printed Materials

Textbooks are furnished to undergraduate students on a rental basis by the Book Rental Department. Full-time students pay a fee of \$107.00 per semester and are entitled to the principal textbook used in each course for which they register. Part-time students pay a prorated amount equal to the number of semester hours for which the student is registered times the established hourly rate. Part-time undergraduate students who enroll in a course for which the Book Rental Department declines to provide a text will receive a refund of the rental fee for that course. No such refund is available for full-time undergraduates because these students receive the benefit of the book rental program for a set fee, without regard to the number of courses taken or books used in a particular term. Purchase of supplemental printed materials (including another textbook, workbooks, paperback books, other printed materials, cds, dvds, or codes for on-line materials) may be required in some courses.

A. Policies and Procedures Governing Rental Textbook Adoptions.

1. Policies

- a. New textbook adoptions will be for a minimum of two full years consisting of four semesters and four summer school terms.
- b. The economics of the book rental system depend upon repeat use of the books in inventory. Therefore, within the two year adoption period, it is expected that the course(s) utilizing the adopted textbook will be offered at least two times. Under this policy, if a new edition is published it cannot be substituted until the full adoption period has been fulfilled. If the course cannot be offered twice within the adoption period due to circumstances beyond the department's control and a new textbook adoption is deemed necessary, an exception to the policy may be requested. Exceptions are subject to availability of funds; exceptions are not made for multiple-section courses. Criteria for exceptions have been established by a Bookstore Advisory Committee whose membership includes faculty, staff, and students. The Committee will consider requests for exceptions on a first-come, first-served basis and in the following order of priority.
 1. Death of a faculty member assigned to the course;
 2. Retirement or departure of the faculty member assigned to the course;
 3. A faculty member new to WCU is assigned to the course;
 4. A new edition is adopted of a text whose previous edition is over 5 years old.The new edition must then be used for any remainder of the old edition's adoption period plus its own two-year minimum adoption period.
- c. Only one rental textbook per course may be adopted and issued. (See policies and procedures related to supplemental texts and other printed materials.)
- d. The book rental department may decline to offer a rental textbook for a special topics course or for courses in which:
 - 1) the book is revised annually, or
 - 2) the textual content is consumed during its utilization,

- 3) the course is offered only once during the textbook's two year adoption, or the textbook is bundled with publisher supplements the rental department will only provide the textbook.

In such instances, the text or the publisher supplements will be offered for sale at the WCU Bookstore.

2. Procedures for Book Rental Adoptions

- a. The WCU Bookstore manager will send a letter each semester to deans, department heads and faculty members to explain adoption procedures, to solicit rental textbook orders, and to specify response dates which must be met to permit order and delivery of books by the beginning of the next school term.
- b. Forms may be obtained from the book rental department, departmental offices or on-line at <http://books.wcu.edu>.
- c. The person initiating the request for a new adoption must fill in all information requested. WCU Bookstore personnel can assist faculty members in obtaining this information by telephone or email.
- d. The completed hard copy form must be signed by the instructor or submitted on-line.
- e. Processing of telephone and email requests for new adoptions are not accepted. All new adoptions must be submitted on the proper forms.

3. Procedures to Request an Exception to the Two-Year Adoption Rule

- a. The Bookstore manager will include in the distribution of textbook adoption information a deadline date for exceptions.
- b. A completed "Exception to Book Rental Adoption Policies" form must be submitted by the deadline date. (Do not include a new book rental adoption form).
- c. Forms may be obtained from the book rental department, departmental offices and on-line at <http://books.wcu.edu>.
- d. The Bookstore Advisory Committee will consider requests for exceptions on a first-come, first-served basis and in an order of priority based on specific criteria. Exceptions are subject to availability of funds.
- e. The bookstore manager will notify the department of the final decision.

4. Obtaining Desk Copies of Adopted Rental Texts

- a. The primary source for desk copies is the publisher. Textbook publishers usually will provide desk copies to instructors who complete a standard desk copy request form on-line to the publisher. These request forms are available in the WCU Bookstore. Publishers will only honor requests received from instructors and will only send desk copies directly to instructors.

- b. The WCU Bookstore will supply desk copies to instructors in the following circumstances: If a faculty member has sent request forms to the publishers and the desk copy has not been received by the beginning of the term for which the book is needed, the WCU Bookstore will issue a desk copy on a "Textbook Loan" form for an eight week period at the beginning of the semester. There will not be a charge for the loaned textbook unless the book is not returned. If the textbook is not returned, the department will be charged the textbook replacement cost or a rental fee.
- c. If a faculty member sends a request form to a publisher and the publisher refuses to provide a desk copy, the WCU Bookstore will issue a desk copy to the faculty member, and, if appropriate, will continue efforts to acquire a copy from the publisher. If it is determined that the publisher will not supply the requested desk copy, the faculty member may retain the bookstore's copy on an extended loan basis.

B. Policies and Procedures Governing Adoption of Supplemental Textbooks, Workbooks, and Other Printed Materials

1. Policies

Faculty members may require the use of supplemental textbooks, workbooks, or other printed materials, cds, dvds or codes for on-line materials, in addition to the adopted rental textbook for undergraduate courses. Faculty members, department heads, and deans should be considerate of the financial demands that purchases of supplemental texts, workbooks and other printed materials impose on students. Care should be given to assure that the use made of such supplemental materials in a course justifies their expense to the students.

The WCU Bookstore will order and stock supplemental textbooks in response to order forms submitted by faculty members. Each semester, the bookstore manager will send a letter to department heads and faculty members to explain order procedures for supplemental textbooks and other printed materials, to solicit orders, and to specify response dates which must be met to accomplish order and delivery of books by the beginning of the next school term.

2. Procedures

- a. Forms may be obtained from the WCU Bookstore, departmental offices or on-line at <http://books.wcu.edu>.
- b. The person initiating the supplemental book request must fill in all information required WCU Bookstore personnel also can assist faculty in obtaining this information by telephone or email.
- c. The completed form must be signed by the faculty member or submitted on-line.
- d. Telephone requests or email orders for supplemental texts will not be accepted. All textbook requests must be submitted on the proper forms.

- e. The WCU Bookstore does not maintain “standing orders”. Books and supplies must be ordered for each semester.
- f. If special supplies are needed for any course, the supplies should be listed on a supplemental or graduate text request form or attached separately to the form.