

# TEXTBOOK ADOPTION ROADMAP

Faculty

Bookstore

Student Services and  
Students

- Start the adoption process early and adhere to the bookstore order deadlines
- Request that publishers provide
  - the net cost of materials and various pricing options (soft cover, loose-leaf, digital, bundles, custom, etc.)
  - information on content differences between various editions
  - information regarding accessibility of course materials – both print and digital
- Consider
  - adopting a common textbook across all sections of a course
  - staying with the adopted edition for at least 4 semesters
  - selecting an older edition if appropriate
  - using open education resources (OER) and faculty created materials
- Negotiate with publishers to provide the lowest possible pricing for the term of adoption and communicate that information to the bookstore

- Publish order deadlines for textbook/instructional materials on the bookstore website and communicate the information via all faculty email
  - Spring: November 1
  - Summer: April 15
  - Fall: May 1
  - Winter: October 15
- Inform faculty the retail cost of adopted course materials (net cost to bookstore + bookstore markup) and the pros and cons of various options
- Work with faculty, publishers, and secondary wholesale market vendors to obtain the lowest possible price for adopted materials
- Ensure that sufficient quantities of course materials are on the bookshelf for student purchase/rental at least 1 week prior to the start of the semester
- Provide on-going education and updated information (voucher system, price matching, buyback, rental, etc.) to faculty and students through POD workshops, Flex Day presentations, bookstore website, store displays, etc.
- Provide feedback to departments and/or divisions regarding student purchase and rental of course materials each semester

- Evaluate various pricing options for course materials (used, soft cover, loose-leaf, digital, etc.) available at the bookstore
- Apply for financial aid in a timely manner to ensure that bookstore vouchers would arrive prior to the start of the semester
- Communicate with the professor regarding delays or difficulties in obtaining course materials
- Investigate the availability of course material reserves in the library and other student support centers (ASAC, Pride Center, STEM Center, TERC, Veteran's Center, WIN, etc.)
- Consider other options (rental, sharing with other students, resale, etc.) to reduce cost of course materials