

Virginia State University Policies Manual

Title: Textbook Adoption and Affordability

Policy: 1600

Purpose

The Board of Visitors (“Board”) has been authorized by the laws of the Commonwealth to develop policies, procedures and guidelines that encourage efforts to minimize the cost of textbooks for students while maintaining the quality of education and academic freedom. The Board is also charged with implementing procedures for making available to students in a central location and in a standard format the relevant institutional website listing of textbooks required or assigned for particular courses at the University. This policy sets forth guidelines for the adoption by Virginia State University (“VSU” or “University”) faculty, sale of textbooks by the VSU Bookstore, and other requirements set forth in § 23.1-1308 of the Code of Virginia (“Va. Code”).

Authority, Responsibility, and Duties

The Board has delegated certain authority to manage the University to the President. As such, this policy applies to the VSU President, Vice Presidents, Assistant Vice Presidents, Associate Vice Presidents, Directors, the Deans, Department Chairs, Faculty, and staff and the management and employees of the University Bookstore. Those responsible for monitoring adherence to this and related policies are the Bookstore Manager and the University’s Director of Auxiliary Services. In addition, the VSU Bookstore Advisory Committee is responsible for reviewing and commending operational policies for the University Bookstore and for the University regarding bookstore matters.

Definitions

ISBN - The International Standard Book Number.

Course materials – A group of required readings, lab materials, school supplies and/or electronic devices determined by a faculty member for class use. Course packs and textbooks are considered types of course materials. Non-course materials include maps, lab notebooks, calculators, lab glasses, and lab samples.

Textbooks – Print or electronic media, books, software applications and media bundles, approved for use in University courses to introduce students to a subject or continue basic instruction at the undergraduate, graduate and doctoral levels of a subject.

VSU Bookstore – University operated retail units located on the main campus and online.

VSU Bookstore Advisory Committee – Group appointed by the University President, consisting of students, faculty, administration and bookstore staff, which meets to review bookstore policies and practices and provides a forum to discuss bookstore service.

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. (See Va. Code § 23.1-1308(A).)

The University, in consultation with the Bookstore Manager and Bookstore Advisory Committee, will determine the appropriate location within the University website to list adopted textbooks. The University shall post the listing of course materials and textbooks for order and subsequent purchase on the University’s website and the lists will include

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the ISBN and other relevant information. This list will be posted and updated when the relevant academic department or instructor identifies the required textbooks for order and student purchase. (See Va. Code § 23.1-1308(B)(C).)

The University's related procedures and guidelines shall ensure that¹:

- Department Chairs, working cooperatively with their respective faculty, will ensure that textbooks for the upcoming term are adopted by the deadline mutually agreed upon between the University and the Bookstore. 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 the institution and students and such items are made available by the publisher.
- 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 Commission on Colleges (SACSCOC) 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.
- 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 Department Chair.
- Alternative provisions shall be made for the availability of required textbooks to students who are otherwise unable to afford the cost. The University Bookstore vendor will establish a book scholarship program available to students who may not be able to afford the full cost of required textbooks. Scholarship eligibility will be determined by the University's Office of Financial Aid.
- The University, through the Office of Institutional Advancement, shall explore additional alternative funding sources 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.

No funds provided for financial aid from VSU Bookstore revenue shall be counted in the calculation for state appropriations for student financial aid. (See Va. Code § 23.1-1308(E).)

¹ See Va. Code § 23.1-1308(D) generally.

Faculty may not engage in sale of instructional materials to students without the written approval from the appropriate Dean and may not engage in sale of instructional materials in violation of University's Bookstore Operations Exclusivity requirements. *Noncompliance with this policy may result in disciplinary action up to and including termination.*

References

Section 23.1-1308 of the *Code of Virginia* entitled "Governing board procedures; textbook sales and bookstores."

Policy 5200 – University Bookstore, <http://www.vsu.edu/files/docs/policies/5000/university%20bookstore%20policy.pdf>

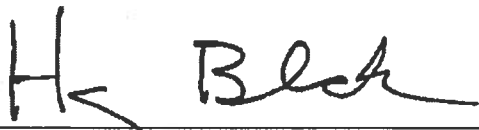
Bookstore Operations RFP Excerpt- Special Requirements: Exclusivity

Approvals and Revisions

Approved August 15, 2007

Revised January 16, 2018

Approved By:



Harry Black, Rector



Thursa Crittenden, Secretary

1.19.18

Date

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Date