

A. POLICY

This policy is intended to provide a structured process and guidance for textbook selection.

B. POLICY GUIDELINES

Textbooks and other instructional materials are selected by the lead faculty member in conjunction with the Program Director and/or Department Chair. All sections of a course will use the assigned textbook and materials unless an exception is granted by the Department Chair. Faculty members are responsible for providing timely and accurate information to the Division Administrative Assistant, who then forwards the information to the bookstore.

Textbooks are selected for use in instruction based on quality and cost-effectiveness. Faculty should strive to minimize the costs of textbooks and other instructional materials for students while maintaining the quality of education. To assist in affordability, the bookstore will provide students with accurate course material information to allow students to pursue used, rental, or electronic versions of the textbook, when available.

In the selection of textbooks and classroom materials, faculty members are encouraged to:

1. Review and consider the adoption of open educational resources including cost-free, online textbooks and materials;
2. Select required textbooks and other educational materials which allow for resale and reuse of the textbooks and materials;
3. Contribute one complimentary copy, when possible, of the textbook to the library reserves desk and/or Trio program so that all students in the class may benefit from access to these resources;
4. Strive to select textbooks and other course materials that comply with requirements for accessibility of the Americans with Disabilities Act, other applicable acts, and their implementing regulations; and
5. Limit the use of the new edition textbooks when previous editions do not significantly differ, as determined by the appropriate faculty, and when the Bookstore can ensure an adequate supply of the older edition books are available. Faculty are encouraged to use or maintain the selection for 2-3 academic years, when possible.

In the event that an instructor wishes to utilize a textbook or other material which is authored by the instructor, the instructor must request approval from the Provost. The conditions of the approval, including the sales and royalties of the textbook, will be decided and approved at the Provost's discretion. The sale or distribution of the textbook cannot be conducted directly between a faculty member and a student. The employee-authored text should provide a best combination of quality and cost.

Complimentary textbooks received by Zane State College faculty or employees because of employment at Zane State College, whether such books are solicited or unsolicited, shall not be sold. These books may be used by the faculty member or employee for reference, may become part of a formal or informal lending library for a particular course or courses, or may be used in a lab setting for reference.

In the selection and use of all course materials, faculty will follow applicable copyright laws.

C. POLICY HISTORY

This policy outlines faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials as required by the Ohio Revised Code 3345.025.

- **Policy approved by President's Cabinet and the Board of Trustees January 2020**

D. INITIATING DIVISION

Academic Services

E. POLICY REVIEWERS

Academic Affairs Policies Subcommittee; Academic Affairs; Full Faculty

F. POLICY REFERENCES

a. *No forms referenced*

b. *Ohio Revised Code 3345.025 Textbook selection policy.*

The board of trustees of each state institution of higher education as defined in section 3345.011 of the Revised Code shall adopt a textbook selection policy for faculty to follow in selecting and assigning textbooks and other instructional materials for use in courses offered by the institution. The policy shall include faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials. Added by 132nd General Assembly File No. TBD, HB 49, §101.01, eff. 9/29/2017.

c. *No connecting policies*

G. POLICY APPROVAL

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| <input type="checkbox"/> | To be approved by President's Cabinet only |
| <input checked="" type="checkbox"/> | To be approved by President's Cabinet and the Board of Trustees |
| <input checked="" type="checkbox"/> | To be sent to the State of Ohio's Electronic Rules Filing (ERF) system |