

TEXTBOOK POLICY

Vice-President for Academic Affairs Policy

Request Due Dates: Oct. 15 / Spring Sem. Mar. 15 / Fall Sem.

Instruction's appropriated textbook budget and spending approval is under the Vice-President for Academic Affairs. Faculty must request textbooks through their appropriate Department Dean. The Vice-President has assigned the Academic Support Center (ASC) the responsibility of the acquisition process, maintenance and circulation of textbooks as needed. Textbooks may also be purchased through appropriated or various non-appropriated departmental funds. Such purchases will be the responsibility of the department, not the ASC.

An adopted textbook should be used six (6) semesters; any deviation must have a justification approved by the Vice-President for Academic Affairs. Publishers usually have a revision cycle, a yearly and a major revision. When Faculty start reviewing textbooks, they should get their major revision cycle to plan for the next edition with major changes. Publishers usually send out review copies and an instructor's edition to the instructor when a book is adopted.

Consumable titles should be requested for two semesters in the spring for the following academic year for classes taught every semester.

If teacher editions and other free supplemental materials are offered only with an order, list on a separate page.

Instructors should review their textbook inventory the week before the semester begins; enrollment may have to be adjusted for lack of books.

Adjunct/Contract instructors may not request new textbooks as they may not return next semester. The request can be made by Department Dean so that he can ensure requested books are used even instructor does not return.

All students taking upper-division (300 & 400 level) courses must purchase their own textbooks from local bookstores.

KU/Haskell student exchange participants must purchase their own textbooks from local bookstores.

Academic Support Center Policy – Tommaney Hall

The ASC does not approve textbook requests, NOR does it order automatically if inventory is low.

The Department Dean will receive a list of the textbook inventory before end of each semester. The list will be shared with the faculty so inventory can be replenished as needed. The Vice-President for Academic Affairs is the approving official for purchasing.

Instructors should coordinate all changes of their textbook requirements for their classes **BEFORE** enrollment days. Written notification should be given to the ASC - Attn: Gloria Graves and James Jones.

Textbook changes (adding a title or removing a title) will not be made during enrollment days. Adjustments may be made by having students exchange or add books after enrollment.

Textbooks will not be issued to former Haskell students who are enrolled in nearby colleges and universities.

One copy of textbooks no longer used in classroom instruction will be added to the general library collection.

Textbooks no longer used in classroom instruction requested by instructors will be held for one week after notification to requester; thereafter books will be disposed.

All textbooks (Government property) checked out through the ASC should be returned to the ASC at the end of each semester to clear account. This applies to all students and adjunct/contract instructors. The instructor should not permit students to keep books that are being replaced. Instead, the instructor may request the replaced books and dispose as they wish.

Textbooks requests received by the due date will have priority in processing. Requests received late will be completed as time allows. The end of semesters is a busy time for the library staff clearing textbooks and maintenance as well as associated library tasks with books in general.

Other factors causing delays in receiving textbooks for the spring semester are publishers that close down for the holidays, out-of stock, heavy holiday mail, etc.

PLEASE NOTE: Faculty requests for special checkout for students with incomplete, "reviewing the book before enrolling in the class." etc., will NOT be approved (Supersedes memo of 5/93 on Special Request for Textbooks). Students may check out textbook(s) after enrollment for any "Incomplete" grades since they have six weeks to make up the coursework.