

# INSTITUTIONAL DIRECTIVE 8-11

June 20, 2005

## **Title: Textbook and Instructional Materials**

### **I. Purpose**

This directive establishes the system by which faculty and staff specifies and order textbooks, training materials and instructional supplies.

### **II. Policy**

It is the policy of Piedmont Technical College to process all book orders through the campus shop.

### **III. Procedures**

#### **A. General Flow**

Textbook adoption sheets will be generated for each semester.

1. The textbook adoption for each class being offered for the semester will be sent to the deans for their distribution to the appropriate department head for completion. All textbooks for Mini A and Mini B will be ordered at this time.
2. The textbook adoption sheet for each course will be forwarded to the Deans each semester. The textbook adoption sheet shows prior term enrollment. There is a blank field to be used to designate the number of textbooks needed for the upcoming semester.
3. Details of the system are provided below.

#### **B. Generating the Textbook Adoption Sheets**

1. The campus shop will prepare the electronic textbook adoption sheet which will contain information for each course to be offered the following academic year: course by number and title; textbook(s) information (title, author, publisher, edition or year, ISBN #, estimated enrollment from the prior three (3) semesters and the name of the instructor if known at the time the adoption sheet is produced.)
2. The campus shop will distribute by email the textbook adoption sheets to the department heads.
3. The department heads and program coordinators will confirm or amend the textbook adoption sheet for each course by (correcting and signing it), and emailing each adoption sheet to the campus shop manager or designee by the due date listed on the bottom of each textbook adoption sheet.
4. The textbook adoption sheets will serve as the basis for semester planning and purchasing of new and used textbooks for the upcoming academic semester.

#### **C. Adopting and Changing Textbooks**

1. Adoption and changes in textbooks will generally occur annually.

**Office of Responsibility: Vice President for Administrative Affairs**

2. Textbooks will be used for at least three years unless a change is authorized by the appropriate dean.
  3. A single department head will be designated by the academic deans as authorizing textbook selection agent for each course.
  7. Changing textbooks from that specified on the textbook adoption sheet the academic year will occur only in extraordinary circumstances. If these changes make in stock books obsolete, and can be returned for a credit, the department will be charged back for the freight costs as well as any associated restocking fee. No department will be charged without notification from the campus shop.
  8. Any changes in textbooks authorized by the department head and relevant dean must be accompanied by the textbook change form (Attachment 3).
  9. The campus shop manager or designee will notify the authorized department head and/or instructor via e-mail when problems occur with textbooks designated on the textbook adoption sheet (i.e. new editions, publisher out-of-stock, out-of print, bookstore overstock of current title when a change is requested,(etc.) if/when the publisher notifies the bookstore of such changes. It will be the responsibility of the department head to notify full and part-time faculty of these changes.
- D. Ordering Textbooks
1. Textbooks to be ordered for a given semester will be ordered through use of the textbook adoption sheet distributed prior to the preceding semester.
  2. The campus shop will distribute the textbook adoption sheets for the upcoming semester to each relevant department head. The textbook adoption sheet includes only those courses designated to be offered during the upcoming semester.
  3. The department head or program coordinator will enter the number of copies of each textbook for a given course which are to be ordered for the semester and will sign each textbook adoption sheet.
  4. If a course scheduled to be offered will not require textbooks to be ordered, the department head will enter "0" in the proper space, input "no text required" and sign the adoption sheet.
  5. If an additional course is to be offered, the department head or program coordinator will provide the requisite information on a Change/Approval form (Attachment 3).
  6. Continuing Education staff will complete Attachment 4 and forward to the bookstore four weeks prior to the class start when possible. This includes materials required for seminars, business and industry.
  7. The department head or program coordinator will submit the completed textbook adoption sheets, and any completed change and approval forms, to the divisional deans. The divisional deans will collect, review, approve and forward orders for the entire division to the campus shop manager or designee by the due date listed on the bottom of each textbook adoption sheet.
  8. The campus shop will change the number of copies to be ordered with approval of the department head and with documentation of the change. Instances where the department head consistently anticipates above the actual number used, the department will be charged for freight costs and restocking charges associated with returns. This will also apply in situations where the course was not offered

that term but where the bookstore was requested to order textbooks. No departments will be charged without notification by the bookstore.

9. The textbook adoption sheets will also be utilized in ordering instructional materials for the telecourses. These materials will be ordered by the office of the Assistant V. P. of Instructional Technology.
  10. The department head will notify the campus shop when enrollment exceeds the projected number. This will facilitate the bookstore in the re-ordering of books.
  11. A section status report and course cancellations report will be forwarded to the bookstore by the evening administrator immediately following pre-registration days, main registration day and the end of the first full week of classes to assist in verifying quantities of re-orders and returns.
- E. Student Textbook Buy-back and Refund Policy
1. A textbook list, by course number, will be posted in and outside the campus shop and on the campus pipeline to assist students in obtaining textbook and supply cost prior to the beginning of a new semester.
  2. A "no return if unwrapped" label will be attached to all covered textbooks to warn students to verify textbook title before removing wrap.
  3. See Attachment 4 for campus shop refund policy.
  4. Bookstore personnel will conduct a published textbook buy-back from students during the last four (4) days of exams each semester. Current editions of textbooks, in good to excellent condition, to be used on campus the following semester will be purchased for the campus shop at 1/2 of the retail price paid by the student. The campus shop reserves the right not to purchase a textbook in poor condition. Remaining textbooks may be sold to the wholesaler at approximately 1/4 of the retail price, paid by the students, if they desire to sell at wholesale price. **If a three year guarantee is placed on the use of books, the bookstore will consider the option of performing year-round book buybacks.**
  5. Bookstore buyback lists will be posted on campus pipeline and distributed to off campus sites via email or hard copy. Off campus sites will receive daily updates of book buyback quantities still needed. Daily book buyback quantities still needed will be posted daily in the bookstore windows.
  6. The campus shop will only buy back for resale copies of consumable textbooks which have not been written in and exercises have not been completed.
- F. Ordering Locally Developed Course Materials
1. If locally developed materials are to be used in a course, an order must be placed with the campus shop manager or designee on the textbook adoption sheet.
  2. A reproducible copy of the required materials must accompany the order if that copy is not already on file at the print shop. All pages must be numbered in sequence.
  3. The campus shop will inventory the quantities of material currently in stock and will order through the print shop any additional quantity required to meet the specified requirements.
  4. The authorized department head will notify the campus shop manager or designee of any revisions to the locally developed materials (and shall provide a revised reproducible copy including an updated copyright statement) at the time the

master textbook order is submitted. When possible, revisions to such material should be made when the campus shop's supply is nearly depleted.

5. All printing done externally and sold through the campus shop must be submitted on a campus shop purchase order (e.g. special covers).
6. Copies of locally developed materials remaining on the campus shop inventory due to instructor revisions or changes in textbook titles will be charged back to the division at the campus shop's costs. The division dean will be notified and will advise the campus shop manager of the appropriate disposition of these materials (i.e. destroy, return to developer, etc.).
7. All locally developed course material sold through the campus shop must contain a copyright waiver, signed and dated by the developer. A new copyright waiver must be signed and accompany all revisions to locally developed material.

#### G. Securing Desk Copies

1. If desk copies are needed, the division secretary should complete a desk copy request form and forward to the publisher at this time so that desk copies will arrive in time for faculty use at the beginning of the new semester.
2. Should the desk copy be late in arriving, a copy may be obtained through the normal bookstore requisitioning process. Once the copy is returned, the department will be credited. If the textbook is stamped "complimentary copy" credit cannot be issued.
3. At the conclusion of the course all part-time personnel will return their desk copies to the department by whom they were employed.
4. When ordering large numbers of books that are to be used for more than one section extra desk copies should be ordered. Publishers will not send desk copies apart from the initial book order.
5. Desk copies may be returned to the campus shop for full credit provided that the text is in a new salable/returnable condition. However, if the text is returned in a used condition, credit will be issued for half-price only.

#### H. Ordering Instructional and Office Supplies

1. Any instructional supplies which are routinely required for a given course will be itemized on the textbook adoption sheet by the department head and quantities and needs will be handled in the same manner as semester book orders (sections B-F above).
2. All non-standard or supplemental instructional supplies required for a course will be itemized on a separate, signed requisition form specifying the identity and number required. This is submitted with and attached to the textbook adoption sheet. If a textbook order form is used, denote as "instructional supplies required."
3. All office supplies are obtained from the campus shop on a self-service basis. The requisition must include the account number.
4. When divisions request supplies not in stock, the bookstore will place the order and notify the division when these supplies arrive.

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<b>Original on File</b>	<b>6/20/05</b>
<b>Approved for Publication</b>	<b>Date</b>

**Guidelines for Selecting Textbooks**

1. Content - does the book cover material adequately so that it will not be necessary to supplement it a great number of handout? **Yes No**  
 Is the information up to date? (copyright date minus 1 year - give compilation date)
  
2. Author - is he qualified to write textbooks? **Yes No**  
 Has his experience been in an appropriate field? **Yes No**  
 Is he open-minded, impartial, and free of prejudice? **Yes No**
  
3. Format  
 Is it easy on the eyes to read? (print size large enough, not slanted, or weird looking, paper should not be glossy, preferably white.) **Yes No**  
 Does the table of contents include a breakdown of each chapter or units in subdivisions? **Yes No**  
 Is it attractive? (illustrations, colors for highlighting, etc.) **Yes No**  
 Does it have an appendix of answer keys, charts, graphs, table, practice exercise, practice tests? **Yes No**  
 Does it have a glossary? **Yes No**
  
4. Chapter organization  
 Is there an introduction? **Yes No**  
 Is there a summary? **Yes No**  
 Is the content divided into relatively short subdivisions? **Yes No**  
 Is the material organized in a logical manner? Can it be outlined? **Yes No**
  
5. Study aids  
 Are key terms set off with italics or bold print? **Yes No**  
 Are charts, graphs, and illustrations used to increase comprehension or better explain a written passage and, if so, are they easy to understand? **Yes No**  
 Are there margin notes to point out main ideas or subtopics highlighted by different print, color or bold letters? **Yes No**  
 Are footnotes used to further explain a point? **Yes No**  
 Are questions, quizzes, exercises for review or reinforcement at each of chapter? **Yes No**
  
6. Supplemental aids  
 Are workbooks and teacher's manuals written by the same author? **Yes No**  
 Are items stressed in the text the same as the ones stressed in the guide or workbook? **Yes No**  
 Are ideas, concepts and terms called by the same name in the text, guide and workbook? **Yes No**  
 Does the workbook fit the major criteria for selecting a text? **Yes No**

**PIEDMONT TECHNICAL COLLEGE  
GREENWOOD, SOUTH CAROLINA**

**TEXTBOOK CHANGE & APPROVAL FORM**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Edition: \_\_\_\_\_ Price: \_\_\_\_\_ Grade level: \_\_\_\_\_

Catalog Name Course: \_\_\_\_\_

Catalog Number of Course: \_\_\_\_\_ Department: \_\_\_\_\_

A change of textbook is requested for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title of textbook now being used: \_\_\_\_\_

APPROVED by Department Head: \_\_\_\_\_  
Signature Date

APPROVED by Division Dean: \_\_\_\_\_  
(retain copy) Signature Date

Copy to Campus Shop Manager: \_\_\_\_\_  
Signature Date

**Textbook Order Form**  
**Piedmont Technical College**  
**Greenwood, SC**

Date \_\_\_\_\_

Department of \_\_\_\_\_

Catalog course number and name \_\_\_\_\_

Textbook title \_\_\_\_\_ workbook \_\_\_\_\_

Publisher \_\_\_\_\_ edition \_\_\_\_\_

Author \_\_\_\_\_

Address \_\_\_\_\_

Quantity required \_\_\_\_\_

Date course offered \_\_\_\_\_

Course taught by \_\_\_\_\_

Department head signature \_\_\_\_\_

If this is a textbook title change, did you submit a change and approval form? \_\_\_\_\_

Does this course require course guides printed in our print shop? If so, does your original contain the required copyright statement? \_\_\_\_\_

Instructional supplies required \_\_\_\_\_

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For Bookstore Use Only:

Textbooks on hand \_\_\_\_\_ Textbooks ordered \_\_\_\_\_

P.O.# \_\_\_\_\_ Dated \_\_\_\_\_

Received \_\_\_\_\_ Date \_\_\_\_\_

Source \_\_\_\_\_ Invoice # \_\_\_\_\_

## **Refund Policy**

You may obtain a full refund for your textbook(s) and course materials up to ten (10) days from the date you made your purchase with the original Campus Shop receipt. If your purchase was charged to your financial aid account or credit card, a credit will be issued to your financial aid account or applied to your credit card. If you paid by check you must wait ten (10) days for your check to clear the bank before a refund can be given. If you paid cash, you will receive a cash refund. Remember, in order to better serve you, you must keep your Campus Shop receipt.

New books highlighted in and/or written in will be refunded at the used book price. New or used books with water damage are not eligible for a refund. Workbooks written or with pages removed will not be eligible for a refund.

Electronic items which have an initial failure (within 30 days), will be replaced or refunded with your Campus Shop receipt. After this period, the manufacturer's warranty will apply. Most backpacks carry a lifetime guarantee against defects. Normal wear and tear is not defects and is not warranted.

School supplies purchased at the Campus Shop may be returned within ten (10) days of the date of purchase if defective and you have your original Campus Shop receipt.