

# Polk State College Procedure

Subject	Reference	Date	Number
Textbook Affordability	FS 1004.085 SBE 6A-14.092 Board Rule 3.32	03/06/2018	5034

I. Purpose

The purpose of this procedure regarding textbook adoption and affordability is to assure compliance with Florida Statute 1004.085, *Textbook Affordability*, and State Board of Education Rule 6A-14.092, *Textbook Affordability*.

II. Procedure

A. Adoption and Listing of Required Course Textbooks:

- 1) All textbooks and instructional materials shall be adopted no later than 75 days prior to the first day of class for each term to allow sufficient time for the Polk State College Bookstore to confirm availability of materials with the publishers.
- 2) Before the textbook adoption is finalized for each course, written or electronic certification must be obtained from the academic department or the course instructor attesting that all textbooks and other instructional materials are to be used within the course, particularly each individual item sold as part of a bundle. If the textbook adopted is a new edition, the written or electronic certification shall also contain the information required by Section II.C.2. of this Procedure.
- 3) At least 45 days prior to the first day of class for each term, the Polk State College website shall provide a link that connects students to the Polk State College Bookstore's website. This website shall contain an updated listing of the current required textbooks and instructional materials and their cost. For each of the current required textbooks and instructional materials, the listing shall include either: (a) the International Standard Book Number (ISBN) or (b) other identifying information including the title, all authors, the publisher, edition number, copyright date, publication date, and any other relevant information deemed necessary by the bookstore to identify the textbook and materials.
- 4) When a course is added after the 75-day adoption deadline in Section II.A.1. of this Procedure, but before the 45-day listing deadline in Section II.A.3. of this Procedure, textbooks and instructional materials for those courses shall be adopted as soon as feasible.
- 5) When a course is added after the 45-day listing deadline in Section II.A.3. of this Procedure, textbooks and instructional materials must be adopted as soon as possible, and the Polk State College Bookstore's website shall be immediately updated as information becomes available to include the listing for the course's required textbooks and instructional materials.
- 6) Course textbooks and instructional materials shall be cited within the course syllabus provided by course instructors.

- 7) A wide variance in cost among sections shall be documented within the *Faculty Textbook Selection Process – Attachment for Polk State Procedure 5034, Textbook Affordability*.

B. Three-Year Adoption:

Once books and instructional materials have been selected, consideration will be given for the materials to remain in effect for a minimum of three years (with the necessary caveats and exceptions related to circumstances such as outdated material, changes in relevance, or publisher availability). In the event that an unforeseen circumstance necessitates a change in book usage, the need for such a change shall be decided by polling all faculty members who currently teach the course. Faculty may also change a text to lower the cost for students. The selection of a new book for a specific course shall then be decided as quickly as possible by the department. The new selection shall take effect in the successive term and shall be coordinated by the department coordinator(s) or program director after approval by the campus academic dean(s).

C. Textbook Changes:

- 1) When new textbooks and/or other instructional materials are adopted, the course instructor and/or academic department must consider the results of a cost-benefit analysis as a factor in the new selection(s). In addition, faculty and departmental committees must, before an item is adopted, investigate whether there is a viable alternative for cost savings.
- 2) When a new edition of an adopted course textbook (or other instructional material) is available and use is desired, or a publisher no longer offers the currently-adopted edition of a course textbook or instructional material, the course instructor or academic department shall request from the publisher a description of the changes in order to establish that the new edition differs significantly from earlier versions and determine the value of changing to the new edition before this edition may be adopted.
- 3) The *Textbook Selection Process* is attached. Any deviation from the *Textbook Selection Process* must be approved by the appropriate campus academic dean.

D. Open-Access Textbook Options:

- 1) The College's faculty and academic departments are encouraged to participate in development, adaptation, and review of open-access textbooks, and, in particular, open-access textbooks for high-demand General Education courses.
- 2) Departments and/or faculty members who choose to use open-access textbook options must establish that the sources are comparable to printed materials and report the resources used to the immediate supervisor.

E. Resources for Students:

- 1) When students indicate that they are unable to afford the cost of required textbooks or instructional materials, they shall be referred to the College's Office of Financial Aid/Veterans Services or the Polk State College Foundation. Departments and/or faculty members adopting new textbooks shall make every effort to provide reserve copies of textbooks to all Polk State libraries and

Teaching/Learning Computer Centers at all campuses and centers.

F. Conflict of Interest:

- 1) A *Conflict of interest* is defined as any situation in which an individual has been presented with special favors by the publishing representative in return for the selection or procurement of textbooks for use within the courses that are taught at Polk State College (e.g., accepting lunches, gifts, or gratuities).
- 2) Selection and procurement of textbooks by College personnel must be free from any conflict of interest between publishing representatives and institutional personnel.

G. Maintenance of Certifications

In accordance with State Board of Education Rule 6A-14.092(3), Polk State College maintains all written or electronically-transmitted certifications generated by course instructors and academic departments pursuant to this Procedure.

H. Internal Control:

The campus academic deans shall take reasonable steps before the start of each term to ensure that academic departments, faculty members, and Polk State College Bookstore personnel comply with this Procedure.

III. Textbook Affordability Standing Committee:

The Polk State Textbook Affordability Committee's role is to monitor textbook cost. This committee is comprised of faculty members, as well as representatives from academic departments, Student Services, and the Polk State Bookstore. The Committee works together to ensure that instructors and students have easy access to textbook cost information, and creates awareness of quality, affordable textbook and course material options.

IV. Selling Instructional Materials:

Employees of the College are prohibited from selling instructional materials to students, parents, or other employees except as part of regular Polk State Bookstore operations.

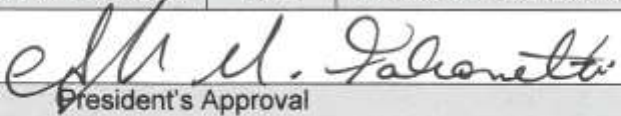
V. Materials Required of Students:

Professors may not require students to purchase materials other than those authorized for the specific course by the campus academic dean.

**History:**

Adopted: 3/18/2016

Revised: October 28, 2016; January 24, 2017; March 6, 2018

D. J.	3/6/18	D. J.	3/6/18
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
 President's Staff Member's Approval		3/15/18 Date	