

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-17

UNIVERSITY TEXTBOOKS

1 General Information.

- 1.1 Scope: Academic policy regarding the adoption and purchase of course textbooks and Marshall University Bookstore procedures.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: SR 93-94-106 (ASCR)

2 **Policy**

2.1 The following items are recommended in establishing the policy:

- 2.1.1 Department chairpersons shall provide final approval for all textbook and material selection for scheduled courses in their departments.
- 2.1.2 It is expected that once a textbook is adopted, it would ordinarily be used for a minimum of two years. Such practice is especially desirable for basic textbooks for multiple section courses or survey courses of an introductory nature. If a department is unable to meet this expectation, the department chair must provide written justification for the textbook change to the college dean.

2.2 The Marshall University Bookstore shall:

- 2.2.1 Provide publisher price information, on request to departments during the textbook/material selection process.
- 2.2.2 Make every effort to provide used textbooks by:
 - 2.2.2.1 Purchasing used textbooks from students at 50% of new book price, if on usage list for subsequent semester; wholesale buyer's guide price shall be paid if text will not be in use.
 - 2.2.2.2 Purchasing used textbooks from national book suppliers prior to ordering new textbooks.
 - 2.2.2.3 Purchasing paperback books; initial adoption of textbooks will give preference to paperback books if available.
 - 2.2.2.4 Set mark-up level on new books at reasonable, market level, but in no instance greater than $33^{1/3}\%$.