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 that $33\frac{1}{3}\%$. 