

University of Wisconsin – La Crosse
Textbook Services Policy and Guidelines
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STATEMENT OF PURPOSE

The general purpose of Textbook Services is to provide textbooks and related resources (as described in these guidelines) to meet the educational needs of UW-L students and the UW-L academic departments and programs. Textbook Services is not intended to fulfill all student, faculty, or classroom resource material needs.

Textbook Services is a method to control the overall cost of education, providing textbooks and related materials at a fee level necessary to sustain the service. The fee is reviewed annually to ensure fiscal solvency and to meet educational needs. Thus, Textbook Services works to manage the escalating cost of textbooks and helps to keep education more affordable to students and families. The service houses approximately 200,000 textbook copies of over 4,000 titles valued at approximately \$6,000,000.

Textbook Services operates as a self-sustaining business supported by revenues derived primarily from student fees. Additional funds are generated from the sale of discontinued textbooks and late fines to students. No tax dollars (102 General Program Revenues) are used for the purchase of textbooks, staff salaries, or operating costs.

Textbook Services also serves as an education reference library for UW-L students. After the beginning of each semester when all students have received their required textbooks, the collection is made available for UW-La Crosse student use without additional charge. Many students take advantage of this large educational resource by checking out supplemental textbooks for assistance with reports, research, and other academic pursuits. Departments and programs may share inventory resources after primary departmental or programmatic curricular needs have been met.

DEFINITIONS

Class: Any individual section of a course that is offered or may be offered in a given academic term (e.g., semester, winter intersession [formerly J-Term], or summer session).

Book-Intensive Classes: Book intensive classes are classes where multiple inexpensive textbooks may be used.

Textbooks: Any non-consumable print books or auxiliary materials that serve a pedagogical purpose.

New Textbooks: Any textbook that has not previously been utilized for a class. This includes of previously used books.

Replacement Textbooks: Textbooks that are replacing textbooks in the current inventory. These are typically either updated editions or textbooks that will be substituted for materials in the current inventory. A replacement textbook should be accompanied by a request to discontinue the textbook it is replacing.

Reordered Textbooks: Any textbook currently housed in Textbook Services inventory that may be reordered when there are not sufficient usable quantities for a class.

Non-consumable Electronic Devices/Materials: Includes any device and materials used for classroom instructional purposes that students rent and return to Textbook Services, such as DVDs, MPS clickers, and Interwrite clickers.

Electronic Materials/Media: Includes any electronic textbook, software, or access code used as supplement material for a class.

Third-Party Electronic Material Provider: any third-party that provides electronic textbooks or other electronic materials for a fee. These providers have agreements with publishers so that copyright laws are followed. Examples of providers are E-books, CourseSmart, and the Guttenberg project.

Purchase or Replacement Cost: The cost of a textbook or auxiliary materials, as determined by Textbook Services.

GENERAL RULES AND POLICY FOR STUDENTS

Eligibility

All students registered for undergraduate classes at UW-La Crosse may receive textbooks or auxiliary materials from Textbook Services. Graduate students are not eligible to use Textbook Services and are required to purchase their textbooks from the University Bookstore. Faculty, staff, or students who audit a class are not eligible to use Textbook Service unless they have paid the appropriate Textbook Services fees. Disability Resource Services may obtain textbooks or auxiliary materials for student accommodations. Departments may request copies of textbooks for tutors after textbook distribution is completed.

Fines and Return Policy

The last day for returns is announced each semester. The date is included in the policy statement, which students receive when they check out their textbooks. Textbooks returned after the end of the semester closing date will be fined \$5.00 per book with a maximum fee of \$40.00 and will also be assessed a \$10.00 business office processing fee for billing costs. If a class is dropped, a student is required to return the textbook for that class within one week of the dropped class or pay a \$5.00 late fine per book. Replacement costs for all textbooks or auxiliary materials lost or not returned are charged to the student's account. Replacement charges will be removed from the student's account if textbooks or auxiliary materials are returned to Textbook Services within 60 days of the due date.

Student Textbook Purchase

Textbook Services is not intended to fulfill all student, faculty, or classroom resource material needs. Students may be assigned materials available for purchase at the University Bookstore. Note that System Policy Paper #29 requires that students be advised prior to registration that they will be expected to pay additional costs above institutional fees. Notification of all additional class charges must be published in the class schedule. The University Bookstore, Murphy Library, and individual department libraries are also available as additional resources for students.

Textbooks for all classes offered at UW-La Crosse may be purchased from the inventory of Textbook Services or the University Bookstore. Textbook Services is not a retail operation; therefore, books sold through Textbook Services are sold at the current replacement cost. Persons wishing to purchase a textbook may contact the University Bookstore or Textbook Services. Textbook Services offers a three-week, "20% discount sale" for textbook sales each semester after midterms and during summer school. This sale encourages students to begin building their own professional and personal library, while managing the cost to students.

Online Classes

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On-line classes follow the guidelines for traditional classes, with the following additions: Students are allowed to check-out textbooks required for on-line classes two weeks before an academic year semester ends, or two weeks before a summer session or winter intersession (formerly J-Term) on-line class begins, to allow time for shipping. If textbooks need to be shipped, the student will pay for shipping. Textbooks that are returned by mail need to be postmarked on the day prior to the final return date to avoid late fines and/or replacement costs.

Use of Textbook Services for Incomplete Grades

If a student needs a book to finish an incomplete, the student must secure the instructor's written permission and place the letter on file with Textbook Services. The instructor's note should specify when the incomplete will be completed and when the textbook will be returned. Failure to do this will result in billing the replacement cost of the textbook(s) and late fines to the student according to the "Fines" policy above.

GENERAL RULES AND POLICY FOR FACULTY, INSTRUCTIONAL ACADEMIC STAFF, ACADEMIC DEPARTMENTS AND PROGRAMS

Current Inventory

Textbook Services will maintain an accurate inventory of all textbooks housed in Textbook Services and all new textbooks ordered by academic departments and programs, as well as a record of use of textbooks in all classes, updated during each semester. The updated inventory and record of use will be made available to all academic departments and programs, in a usable electronic format and in a timely manner, prior to each ordering cycle. Textbook Services Oversight Committee will work as liaison between academic departments and programs and Textbook Services personnel to insure that the inventory and use records are maintained in a usable format and distributed in a timely manner.

Ordering Cycles

To assure adequate time for processing, ordering, and shipping, textbook requests should be submitted according to the following ordering cycles. This schedule allows time for follow-up contact before the end of the semester and appropriate notice to the Office of Disability Resource Services so that textbooks may be made available in formats of appropriate accommodation. In addition, it increases our potential for purchasing used textbooks.

FALL SEMESTER	-	Second Friday in March (before Spring Recess)
SUMMER SESSIONS	-	Second Friday in March (before Spring Recess)
SPRING SEMESTER	-	Second Friday in October
WINTER INTERSESSION (Formerly J-Term)	-	Second Friday in October

Newly hired faculty (including IAS) should work with department chairs and program directors to submit book orders as quickly as possible after hiring.

Refer to textbook inventory list for textbook title reference numbers for all requests. New textbooks will be assigned a reference number when ordered.

Guidelines for New Textbook Purchases

A. Textbook Services intends to provide faculty with the fiscal resources necessary to ensure that each student receives textbooks or for each undergraduate class. Faculty who wish to adopt a new textbook through Textbook Services should work with their department chair to observe the guidelines for ordering new textbooks. **Note: “textbook(s)” in these guidelines refers to the definition of textbooks given above, and includes print textbooks and auxiliary materials combined in any one order or total purchase cost limit. If an order request for a class includes a print textbook and an auxiliary item (e.g., a “clicker, a CD, etc.), then the purchase cost limit will apply to the combined cost of textbook materials for that class.**

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1. For new purchases or replacement orders, the limit for the purchase cost of a textbook is \$200. Any request over \$200 will go to the Committee for review. The maximum dollar limit will be reviewed annually.
 2. Orders for texts over \$200 **must** be placed by the order cycle deadline and the Committee must respond with 30 days. New faculty are excluded from this deadline.
 3. A department can request a class be designated a “book intensive” class by the Committee. No more than 5 new or replacement textbooks (up to the \$200 limit) may be ordered for a “book intensive” class in any ordering cycle.
 4. Any text for a non-book intensive class whose retail selling price is less than \$35 will be purchased by the student.
 5. Average life/use of all non-electronic textbooks shall be six academic-year semesters before replacement is allowed.
 6. Non-consumable electronic material /media must be used for six academic-year semesters (3 years) for 100 and 200 level classes and for four academic-year semesters (2 years) for 300 and 400 level classes before replacement is allowed.
- B. The following materials are not available through Textbook Services, but may be purchased (based on availability) through the University Bookstore:
1. Any textbooks used for graduate classes, or additional resource textbooks for graduate students in a slash class.
 2. Any consumable materials, intended for a one-time use.
 3. Materials or textbooks for Continuing Education Classes held off-campus.
 4. Supplemental or non-required class textbooks should be ordered through the University Bookstore by filling out a “Books for Student Purchase” form (available at the Bookstore). Orders should be placed at least six weeks prior to the date needed to ensure availability and delivery.

Procedures for Textbook Requests

- A. Faculty/IAS members work with academic department or program chairs, directors, and ADA or USA personnel to submit the appropriate textbook request forms during each ordering cycle. Department chairs and program directors are responsible for seeing that requests are made within the ordering cycle deadlines.

For new purchase requests, faculty should work with ADA’s or USA’s to determine

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estimated cost-per-textbook, as well as total cost-per-class. ADA's and USA's may also consult with Textbook Services to determine costs. Once new purchase requests are submitted to Textbook Services, Textbook Services personnel will verify costs. If discrepancies in purchase cost or other matters occur, Textbook Services personnel will consult with the department or program placing the order to reconcile the discrepancy. In some situations, Textbook Services Policy Oversight Committee may be asked to provide guidance or make exceptions to policy.

- B. For all classes, faculty and the ADA or USA should estimate quantities as best as possible, up to but not to exceed the published maximum class size. Once requests are placed, the Textbook Services staff will periodically monitor class size figures, and will consult with departments or programs if changes to order quantities are necessary, either because of lower enrollments or because of overrides to the maximum class size.
- C. During any fiscal year, the maximum spent on textbooks will be the operating budget.

Obtaining Desk Copies

Publishers supply instructors with a complimentary desk copy. Textbook Services will assist faculty with information needed to obtain desk copies from publishers for the class they teach. Personal desk copies may be obtained from the publisher. Textbook Services will provide one student desk copy for a period of 30 days while the instructor is acquiring a desk copy. A contract will be signed with Textbook Services specifying that if the textbook is not returned in 30 days the department will be billed for the textbook. The textbooks borrowed for short-term loan from Textbook Services are the property of Textbook Services and have been paid for by student fees.

Discontinuing Existing Titles

Academic departments and programs are expected to review needs for textbooks within their curricular areas to determine use across classes and recommend discounting textbooks that are no longer useful in their curricular offerings.

Due to space constraints, discontinued textbooks will not be stored in Textbook Services. Three options, in priority order, are used to dispose of discontinued textbooks.

1. Textbooks with a value are sold to a used-book company with revenue returning to the textbook fund account.
2. Textbooks can be provided to the academic department as reference materials.
3. Textbooks may be provided free of charge to students. (Note: Textbooks may not be resold to students.)

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TEXTBOOK SERVICES POLICY OVERSIGHT COMMITTEE

Textbook Services Policy Oversight Committee is composed of representatives from Textbook Services, faculty, students, department or program ADA's or USA's, classified staff, and non-voting administrative representatives. The purpose of the committee is to oversee the implementation, and maintenance of policy and guidelines for Textbook Services, and to review and revise policy and guidelines as required. In addition, the committee will consider requests or concerns regarding Textbook Services policy and guidelines and to deliberate any exceptions to the guidelines and policy.

Membership: Voting Members

Permanent Members

Convener: Director of University Centers, or designee
Textbook Services: Textbook Services Manager, or designee

Appointed Members

Faculty: Faculty representatives will be appointed by the Faculty Senate Executive Committee, and will consist of three members: one from the College of Business; one from the College of Liberal Studies; and one from the College of Science and Health. Initial membership will be staggered such that one member serves for one year, a second member serves for two years, and a third member serves for three years. Thereafter, all appointments will be for a three-year term.

Academic Department

Associate/University

Service Associate

One ADA or USA working in an academic department or program will be appointed to a three-year term. The appointee should have program level responsibilities. The convener of the committee will solicit nominations from the academic departments and programs and will appoint, after consultation with the committee.

Classified Staff Member

One member representing classified staff will be appointed to a three-year term by the Classified Staff Council. The appointee should have responsibilities related to the work of the committee (e.g., Admissions, Budget Council, etc.)

Student Members

Three student members will be appointed by the Student Senate. Appointments will be for one year terms. The Student Senate will establish criteria for student membership and inform the convener annually of new student membership.

Membership: Non-Voting Members

Administrative representatives will be non-voting, permanent members of the committee, with representation as follows:

The Provost or designee.
The Vice-Chancellor for Administration and Finance, or designee.
The Dean of Student Development and Academic Services, or designee.

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