



UNIVERSITY OF WISCONSIN-LA CROSSE TEXTBOOK SERVICES POLICY

STATEMENT OF PURPOSE

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

In fulfilling this purpose, Textbook Rental Services will observe the following primary standards:

- Academic freedom
- Economy
- Equity

Academic Freedom

The freedom to pursue ideas without undue restraint lies at the heart of the university experience for students and faculty. Textbook Rental Services exists to broaden access to ideas.

Economy

Textbook Rental 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 Rental Services works to manage the escalating cost of textbooks and helps to keep education more affordable to students and families.

Textbook Rental 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 fines to students. No tax dollars (102 General Program Revenues) are used for the purchase of textbooks, staff salaries, or operating costs. The fee structure will be reviewed by Bookstore/Textbook Rental Service management, UWL administration, and student representatives on an annual basis.

The Bookstore and Textbook Rental Services will operate openly and in compliance with the American Higher Education Opportunity Act.

Equity

Academic disciplines, introductory vs. advanced courses, and pedagogy guarantee that the university is home to widely different modes of instruction. While recognizing and celebrating classroom diversity, equity among disciplines is desirable, given the funding source of Textbook Rental Services and broadly shared goals of the university.

In addition to its primary purpose, Textbook Rental Services serves as an education reference library for UWL 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.

Textbook Rental Services is not a bookstore. Book purchases, by students or faculty, are not part of the service.

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).

Custom Textbook: A textbook created specifically for a particular course. Custom books combine information from several book titles into one book or only contain specific information extracted from a single book title. These books have a higher overall cost of ownership as a result of minimum reorder quantities and the absence of used books on the market. In addition, custom books have longer lead times for reorders due to their modification from a standard textbook.

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

New Course: A course that has not been taught before or a course that is new to the individual instructor.

New Faculty: Faculty or Instructional Academic Staff who are in the first two consecutive calendar years (from date of hire) of their UWL appointments.

New Textbooks: Any textbook that has not previously been utilized for a class.

Non-consumable Auxiliary Devices/Materials: Includes any device and materials used for class room instructional purposes that students rent and return to Textbook Services, such as DVDs.

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

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.

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

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 Rental Services.

TEXTBOOK RENTAL SERVICES POLICY OVERSIGHT COMMITTEE

Textbook Rental Services Policy Oversight Committee is composed of representatives from Textbook Rental Services, faculty, students, department or program ADA's or USA's, university staff, and non-voting administrative representatives. The purpose of the committee is to oversee the implementation and maintenance of policy and guidelines for Textbook Rental Services, and to review and revise policy and guidelines as required. In addition, the committee will consider requests or concerns regarding Textbook Rental Services policy and guidelines and to deliberate any exceptions to the guidelines and policy. Employees of the Bookstore or Textbook Rental Services may not serve as voting members of the committee.

Membership

Voting Members

Appointed Members

Faculty:

Faculty representatives will be appointed by the Faculty Senate Committee on Committees, and will consist of four members: one from the College of Business; one from the College of Liberal Studies; one from the College of Science and Health and one from the School of Education. 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 Staff Council: One representative appointed by the Academic Staff

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 experience working with Textbook Services at the department or program level responsibilities. The University Staff Council will solicit nominations from the academic departments and programs and will appoint, after consultation with the committee.

University Staff Member: One member representing university staff will be appointed to a three-year term by the University Staff Council. They 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.

Contract Administrator: One member

Membership

Non-Voting Members

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

The Vice Chancellor for Academic Affairs, or designee
The Vice Chancellor for Administration and Finance, or designee
The Vice Chancellor for Student Affairs/Dean of Students, or designee
Textbook Services Manager or designee

Convener: The Faculty Senate Committee on Committees shall designate a Convener from among the faculty appointees.

GENERAL RULES AND POLICY FOR STUDENTS

Eligibility

All undergraduate students registered for undergraduate classes and paying textbook rental segregated fees at UW-La Crosse may receive textbooks or auxiliary materials from Textbook Rental Services. Graduate students are not eligible to use Textbook Rental Services and are required to purchase their textbooks from the University Bookstore regardless of the level of course enrolled in. Audit only, faculty, staff, or students are not eligible to use Textbook Rental Services. 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. After textbooks and auxiliary materials have been distributed for a semester or term, faculty and enrolled students may make use of the inventory as a resource, upon the request of an instructor. Special programs should arrange for access to Textbook Rental Services with approval from the Vice Chancellor for Administration and Finance, or a designee.

Textbook Check-Out

The following textbook check-out dates have been established to provide students the opportunity to retrieve textbooks in a timely and convenient manner.

Fall and Spring Semester: two weeks prior to the first day of classes.

Winter Intersession (J-Term): the start date of final exams for fall semester.

Summer Session: the start date of final exams for spring semester.

Textbook Due Date

All rental materials must be returned by the close of operations on the business day following the last day of finals, excluding weekends and holidays.

Fines and Return Policy

Textbooks returned after the due date will be fined a \$20 per student processing fee. In addition, students will be fined \$10.00 per book up to a maximum of \$40.00. Students who do not return their rental materials within 10 calendar days of the due date forfeit the right to return the materials to Textbook Rental Services and will be charged 75% of the publisher's list price for a new copy of the book(s) in addition to the stated fines and processing fee. Failure to pay all fines and fees can result in a hold on future class registrations and rental of textbooks.

If a class is dropped within the first 5 class days, a student is required to return their textbook **within 24 hours**. Textbooks not returned by the close of business the following business day will be fined a \$20 per student processing fee, a \$10.00 per book fine up to a maximum of \$40.00, and 75% of the publisher's list price for a new copy of the book(s). If a class is dropped after the first 5 class days, students are encouraged to return their

textbook within 24 hours but fines and fees will not be incurred until the close of business on the last day of finals.”

Student Textbook Purchase

Textbook Rental 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 University Bookstore. Persons wishing to purchase a textbook may contact the University Bookstore.

Online Classes

Online classes follow the guidelines for traditional classes, with the following additions: If textbooks need to be shipped, the student will pay for shipping. Textbooks that are returned by mail must be postmarked by the close of operations on the business day following the last day of finals, excluding weekends and holidays. Thereafter, all fines and processing fees will apply.

Use of Textbook Services for Incomplete Grades

If a student needs a book to finish an incomplete, the student must work with their instructor to have an incomplete grade posted with the Office of Records & Registration. Failure to do this will result in billing of the replacement cost at 75% of the publisher’s list price for a new copy of the textbook(s) and processing fees and 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 Rental Services will maintain an accurate inventory of all textbooks housed in Textbook Rental 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.

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. **Instructors/departments ordering textbooks supplied by foreign publishers should place orders as early as possible (at least 12 weeks in advance).**

Summer Session

Course Schedules Due – Second Friday in January

Textbook Orders Due – Second Friday in March, before Spring Recess

Registration for Summer – First week in April

Fall Semester

Course Schedules Due – Friday, end of the third week of second semester classes

Textbook Orders Due – Second Friday in March, before Spring Recess

Registration for Fall – Three weeks after text orders are due

Winter Intersession and Spring Semester

Course Schedules Due – Friday, end of the third week of first semester classes

Textbook Orders Due – Friday, three weeks after course schedules are due

Registration for Intersession and Spring – Three weeks after text orders are due

Textbook Rental Services will respond to each instructor/department regarding availability of textbooks and auxiliaries prior to the end of the semester in which an order was placed.

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

Guidelines for Textbook Purchases

A. Textbook orders in Textbook Rental Services are subject to these guidelines:

1. One Rental Service textbook is guaranteed for every class.
2. Or, multiple textbooks may be ordered up to the combined publisher's list price total of \$100.00. In multiple textbook courses, texts in the inventory will retain their full purchase price value for three years after the date of purchase. These texts will count towards the \$100 cap on textbook purchases. After three years, the value of a textbook in the inventory will be zero, thus it will not be counted against the \$100 purchase cap.
3. Textbooks in the Rental Service must be used a minimum of three years.
 - a. Topics/Umbrella courses are permitted; priority ranking noted below.

B. Non-Consumable, Auxiliary Materials

1. The current inventory of these items is available for use.

C. Items A2 and B1, above, will be reviewed by the Oversight Committee annually.

D. Priority Ranking for Textbook Rental Purchases

1. New Course: instructor has reviewed the current rental inventory and determined that the books in rental do not meet instructional needs.
2. New Faculty: faculty has reviewed the current rental inventory and determined that the books in rental do not meet instructional needs.
3. Existing Course, Enrollment Increase: priority will be given to courses in which an enrollment increase requires additional textbooks.
4. Existing Course, Time Period Fulfilled: requests will be considered based on the purchase date of any textbook for a given course, starting with the oldest first. If the term purchased date is not available in Textbook Rental Services system, the copyright date will be used.
5. Topics/Umbrella Courses: instructor has reviewed the current rental inventory and determined that the books in rental do not meet instructional needs.

E. Proactive Buying Policy for Large Classes

1. Purpose: To avoid a large class being forced into buying a new edition of a book because inventory drops below requirements and copies of the edition currently in

use are not available. This policy will allow instructors to extend the use of a textbook edition for longer (perhaps skipping an edition) and thus save the Textbook Rental Service budget for other purchases.

2. Definition: A large class is defined as having more than 100 students enrolled using the same textbook. This may be multiple sections of the same course or a single large section.
3. Policy: A large class **may** proactively purchase a small number of the textbooks currently in use to cover minor increases in enrollment or loss of textbooks through non-return. In doing so, the instructor(s) of the class commit to continued use of the textbook for a minimum of **two** additional years. The decision to use this option is completely up to the instructor(s) involved in teaching the course but it is hoped this option will be considered before large scale purchases are made. The ADA and/or instructor will work with Textbook Rental Services to estimate expected textbook needs.

Inventory Guidelines

1. While an instructor who orders a book or auxiliary for a course retains exclusive use of that item, when that course is not being taught or when this instructor is not using the item it is made available to other instructors. Instructors are encouraged to make use of unused inventory.
2. Multiple Editions of the same book in the same course: When, due to extraordinary enrollment in a course or a shortage of books in the inventory, a new order for a textbook must be placed and the edition of the textbook in the inventory is no longer available.
 - Textbook Services staff will check with publishers, other Follett stores, and selected used book outlets to see if copies of the out of date edition can be located
 - In large, multi-section courses, copies of the new edition may be obtained and assigned to select sections
 - Some copies of the textbook may be placed on Reserve in Murphy Library
 - Order the new edition, if none of the above strategies will work, if necessary over two fiscal year cycles during the summer

These are some of the possibilities for “bridging” the gap between two editions of a textbook or anthology.

In every case, early and careful communication between the Textbook Services staff, the department, and the instructor is necessary.

Inventory Exclusions

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.
2. Any consumable materials (workbooks, course packs, tax manuals, access codes, textbooks for one-time courses), 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 the online “Textbook Adoption Form.” Orders should be placed at least six weeks prior to the date needed to ensure availability and delivery.
5. Custom Textbooks

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. 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. 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

Faculty and staff will review annually an inventory of textbooks previously ordered and/or used by their department and identify those textbooks that may be discontinued.

Textbook Rental Services maintains the textbook inventory records and updates the status of textbooks in Wings. Textbooks that go out of print are no longer available for purchase from publishers or reputable book vendors. These textbooks will be retained and can be used until the current inventory no longer meets enrollment for the course. In the case where enrollment exceeds the current inventory, Textbook Rental Services will provide the eligibility status for replacement based on the policy and other available options.

The inventory shall include:

1. Out of print textbooks, as referenced above.
2. Infrequently used textbooks – if a textbook has not been used in the last three (3) years, written justification is required to keep it in the inventory.
3. If a textbook has not been used for the last five (5) years it will be automatically discontinued.

Discontinued textbooks will be disposed of using one of the following four options, in priority order:

1. Textbooks with a value are sold to a used-book company with revenue returning to the textbook 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.)
4. Textbooks may be disposed of through charitable donation.

2018-19 Textbook Services Oversight Committee

Taviare Hawkins, SAH

Lori Reichel, SAH

Shelley Hay, CLS

Jan Von Ruden, Academic Staff

Sandra Vinney, University Staff Council/ADA Representative

Dani Kallis, Student Senate

Dana Nielsen, Student Senate

Gunnar Horstman, Student Senate

Robin Tuxen, Contract Administrator

Consultants:

Open, Administration & Finance

Tim McAndrews, Academic Affairs

Chris Coppess, Student Affairs

Carlena Goddeau, Follett

Jennifer Jandt, Follett

UW-La Crosse Textbook Services Policy approved by the Faculty Senate, February 25, 2010; Textbook Services Policy Resolution approved by the Student Senate, March 10, 2010; Policy approved by the Vice Chancellor for Administration and Finance, March 19, 2010; Policy updated by the Textbook Services Oversight Committee on April 7, 2010 relative to clickers.

2011: Policy updated by the Textbook Services Oversight Committee on March 1, 2011; approved by the Vice Chancellor for Administration and Finance on March 7, 2011 contingent on review of fiscal impact and lost purchasing power; new policy used for textbook orders for Fall 2011 term. Revisions to the Fines Policy were recommended by the committee and approved by the Vice Chancellor for Administration and Finance on April 7, 2011 and the Student Senate on April 27, 2011.

2013: Policy updated by the Textbook Services Oversight Committee on April 26, 2013 relative to checkout dates, return dates and custom textbooks; approved by the Vice Chancellor for Administration and Finance on May 1, 2013.

2015: Policy updated by the Textbook Services Oversight Committee on May 7, 2015 relative to out of print books and summer ordering cycle dates; approved by the Vice Chancellor for Administration and Finance on June 8, 2015.

2016: Policy updated by the Textbook Services Oversight Committee on April 29, 2016 to add a representative from the School of Education as a voting committee member based on the Academic Affairs restructuring and proposal to the increase multiple book limit from \$95 to \$100; approved by the Vice Chancellor for Administration and Finance on April 29, 2016. Fines policy adjusted to 75% from 100% of the publisher's list price

for a new textbook; approved by the Vice Chancellor for Administration and Finance on July 1, 2016.

2018: Policy updated by Textbook Services Oversight Committee on February 2, 2018 relative to book returns for dropped courses, topics/umbrella courses, incomplete courses, and access codes; approved by the Vice Chancellor for Administration and Finance on March 21, 2018.