Textbook Services Policy

February 25, 2010

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 undergraduate students and the UW-L academic departments and programs. Textbook Services is not intended to fulfill all student, faculty, or classroom resource material needs.

In fulfilling this purpose, Textbook 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 Services exists to broaden access to ideas.

**Economy**

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.

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. The fee structure will be reviewed by Bookstore/Rental Service management, UW-L 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 Services and broadly shared goals of the university.

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In addition to its primary purpose, Textbook Services 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.

Textbook Rental Service 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).

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

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

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 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 and 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.
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. Employees of the Bookstore or Rental Service 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 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 Staff** One representative appointed by the Academic Staff Council

**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 Classified Staff Council 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 Advisory 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.

**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 Assistant Chancellor for Student Affairs/Dean of Students, or designee.
Textbook Services Manager or designee
The Faculty Senate Committee on Committees shall designate a convener from among the faculty appointees.

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. Audit only faculty, staff, or students are not eligible to use Textbook 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 Rental Services with approval from the Vice Chancellor for Administration and Finance, or a designee.

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 and auxiliary materials for that class within one week of the dropped class or pay a $5.00 late fine plus processing fee per book. Replacement costs for all textbooks or auxiliary materials lost, damaged, 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 University Bookstore. Persons wishing to purchase a textbook may contact the University Bookstore.

Online Classes

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.

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 texts supplied by foreign publishers should place orders as early as possible (at least 12 weeks in advance).

Summer Sessions and Fall Semester
   Summer and Fall Course Schedules Due – Friday, end of the third week of second semester classes.
   Textbook Orders Due – Second Friday in March, three weeks after schedules were due and before Spring Recess
   Registration for Summer and Fall – Three weeks after text orders are due

Winter Intersession and Spring Semester
   Intersession and Spring 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 Fall – Three weeks after text orders are due

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 IAS) 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 the Rental Service 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 $95.00.

3. Textbooks in the Rental Service must be used a minimum of three years.

B. Non-Consumable, Auxiliary Materials

1. Orders for and the purchase of new non-consumable, auxiliary materials (e.g., a “clicker,” or CD) are suspended for FY11. 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 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 starting with the textbook used the longest in rental. (e.g. a textbook that has been in rental for 6 years will have priority for replacement over a textbook that has been in rental for 3 years.)

D. 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 text must be placed and the edition of the text 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 text 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 text or anthology.

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

E. 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, 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.

**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**

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.

Textbook Rental Services will maintain records and notify departments when a textbook goes out of print. Textbooks that go out of print are no longer available for purchase from publishers or reputable book vendors. Faculty and staff are expected to review the out of print list every semester and select another text for use the next time the course is scheduled. Once the new text is selected, the department will complete the on-line “New Textbook Order Form” and list the out of print title as being replaced. Our of print books will be disposed of in the same manner as all other discontinued textbooks.

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.)
Textbook Services Oversight Committee

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