

Florida A&M University Textbook Adoption and Affordability Procedure

The Textbook Adoption and Affordability Procedure is required to support the University's compliance with section 1004.085, Florida Statutes, Florida Board of Governors Regulation 8.003, and FAMU Board of Trustees Regulation 4.105, governing textbook adoption and affordability.

The bookstore manager sends each departmental contact an email notification along with the Course Book Information Request form and the adoption list upon the publication of the course schedule each semester. Book orders are due to the bookstore as follows:

- On or before October 1 for Spring semester
- On or before March 1 for Summer sessions
- On or before April 1 for Fall semester

The adoption list contains textbooks used the previous semester.

The Course Book Information Request form includes the information on textbooks required for courses as well as: 1) confirmation that all required items ordered both individually and bundled are essential for the course; and 2) each faculty member **must** provide a strong justification for ordering the newest edition of any textbooks. **No textbooks adoptions are accepted unless they are submitted on the Course Book Information Request form.**

Each Course Book Information Request form **must** be approved by the Dean or Department Chair.

Additionally, the Provost's Office has asked the bookstore manager to send the departmental contacts a Textbook Order Status form. This form provides the Provost's Office with information about whether or not textbooks are being ordered and requires a justification when a textbook is not being ordered. This form is completed by each faculty member and submitted to the Office of the Provost.

Textbook adoptions are due three (3) weeks after the departmental contacts receive the information from the bookstore manager.

Faculty have the option of submitting their textbook request via email, fax, or on-line. They also have the option of hand delivering the Course Book Information Request to the bookstore manager.

To ensure that the textbook information is entered into the bookstore's textbook management system correctly, two bookstore employees are involved in the adoption process. One employee enters the course and book information into the textbook management system. Afterwards, a second employee verifies the entered adoptions to ensure the system reflects the correct required materials. At this point, any missing information (edition, enrollment, etc.) is researched by the bookstore employees and added to the textbook management system. This step ensures that students have access to complete and up-to-date data.

As part of this research process, Barnes & Noble staff must ensure that either the International Standard Book Number (ISBN) **or** other identifying information as required by statute and regulations are entered into their text-aid system.

Nightly, course and book information is uploaded from the bookstore textbook management system to populate the website and all in-store systems. This ensures accuracy and immediate student access. At this point, all course and book information is available on the bookstore website via a portal on the University's website.

The bookstore staff reviews the sales history of each textbook to determine the quantity of textbooks to order and the number of books they can reserve to buy back from our students.

To enhance monitoring and timely posting of textbooks on the University's website, Barnes & Noble will send a "Late Textbook Ordering" management report with two tabs. This report will be sent bi-weekly to the Office of the Provost, beginning after the textbook ordering deadline up to the adoption deadline (35 days before the semester starts). The first tab will demonstrate the number of book orders received after the book order deadlines for each term by college and department. The second tab will contain the order details so that Deans or Chairs can follow up with individual faculty. Administrators will be able to easily identify areas that are potentially out of compliance and notify the respective Deans before the adoption deadline (35 days before the semester starts).

Publisher orders are placed approximately eight weeks before each semester (this allows the bookstore team to maximize used book sourcing to save students cash on textbooks).

Textbooks adopted for each semester are posted on the University's website thirty (30) days prior to the beginning of each semester.

A request for an exception to the deadline shall be submitted in writing to the Office of the Provost prior to the adoption deadline along with a reasonable justification for an exception. The Office of the Provost will submit a textbook late submission form to the bookstore, for the list of books from each school/college that are approved for ordering after the adoption deadline.

Many textbooks are available in cost saving options. For example, used textbooks save students up to 25% off the new book price, print rentals save students over 50% off the new textbook price, and e-textbooks save students up to 60% off the new print price.

All Course Book Information Request forms must be retained for a period of two (2) academic years by both the bookstore and the departments. After two years, the forms will be scanned and kept in a document management system if office space is not available.

Process for Summer/Fall 2013 Course Material Orders (Current)

- Course material orders are submitted to the bookstore utilizing the FAMU order form. The form must be completely filled out, including any new edition justification details and the signature of the dean or department chair.
- Should any orders come in without signatures via syllabus or the current website, the bookstore staff will photocopy the forms, bundle by department, and send the forms to the Office of the Provost weekly to ensure proper documentation is completed and sent to the bookstore.
- Should any orders come into the bookstore after the 30-day deadline, an "Exception Approval Form" must be attached and signed by the dean. Otherwise, the order forms

will be included in the weekly mailing to the Office of the Provost for proper documentation to be completed and attached.

- A list of textbooks approved for ordering after the 30-day adoption deadline, by the Office of the Provost, will be provided to the bookstore on the textbook late submission approval form, signed by the dean and chairs. Textbook orders not included on the late submission approval form, will be included in a “Late Adoption Report” developed by the bookstore and immediately forwarded to the Office of the Provost for verification.
- For any order submitted without the proper documentation as noted above, the bookstore will adopt the course materials as “Bookstore Recommends” until the order is returned with the proper documentation. Once the proper documentation is received, the bookstore will change the materials to reflect “Required”. Should the book be cancelled or changed as a result of the oversight process, the bookstore will promptly change the materials to reflect the changes.
- Utilizing Florida A&M University textbook ordering history from previous academic school years and terms, a “Missing Book Order Listing” will be generated and sent to the Office of the Provost weekly, on Mondays, beginning two weeks prior to the due date and continuing through the first week of classes.
- For monitoring, a Late Adoption Report will be sent to the Office of the Provost weekly, on Mondays, beginning at the published book order deadline of April 1, 2013.

Proposed Process for Spring 2014 Course Material Orders

- Course materials are ordered exclusively via the *Igniting the Faculty Connection* on the university’s bookstore website (famu.bncollege.com).
- Orders will be adopted in Text-Aid as part of the bookstore’s sourcing process.
- Weekly reporting will be generated for distribution to academic leadership listing the course, adopted material information (ISBN, Author, Title), and title status (old edition, new edition, out of print, etc.).
- Academic leadership will submit any requested changes or updates within 48 hours.
- This reporting will act as both approval for course material as well as approval and notification for late ordering as this reporting process will remain in place throughout the entire sourcing cycle.
- The Missing Book Order Listing will still be sent to the Office of the Provost weekly, on Mondays, beginning two weeks prior to the due date and continuing through the first week of classes.

This procedure is in compliance with all applicable state regulations and statutes referenced herein.