

West Virginia University at Parkersburg Board of Governors

**POLICY E-48  
BOOKSTORES AND TEXTBOOKS**

**Section 1. General**

- 1.1. Scope: Policy regarding Bookstores and Textbooks at West Virginia University at Parkersburg.
- 1.2. Authority: [W.Va. Code § 18B-10-14](#) and CCTC Title 135: Procedural Rule: [Series 51](#).
- 1.3. Effective Date: October 22, 2010 (Supersedes version titled, "Bookstores," dated November 2, 2007)

**Section 2. Purpose**

- 2.1 The purpose of this policy is
  - a. To fully and adequately address the mandates in W. Va. Code § 18B-10-14 regarding the operation of bookstores and the actions of employees of the institution in the selection and adoption of textbooks and course materials.
  - b. To effectuate the mandates regarding textbooks and supplementary course materials set out by Congress in the [Higher Education Opportunity Act](#) (HEOA) enacted on August 14, 2008, and any successor to that Act.
  - c. To address the recommendations of the Statewide Task Force on Textbook Affordability contained in the final report of that Task Force jointly adopted by the Higher Education Policy Commission and the Council for Community and Technical College Education (Council).

**Section 3. Establishment of Bookstore(s)**

- 3.1 The President of West Virginia University at Parkersburg or his/her designee will establish a procedure for the establishment and operation of a bookstore to sell books, stationary and other school and office supplies generally carried in college bookstores. Bookstores will be managed in compliance with West Virginia Code § 18B-10-14 and CCTC Title 135: Procedural Rule: Series 51.

**Section 4. West Virginia Code Procedural Requirements**

- 4.1 This policy addresses the statutory mandates of W. Va. Code § 18B-10-14 in order to minimize the costs to students for textbooks and course materials:

- 4.1.1 To the maximum extent practicable, the bookstore will repurchase used books from students at the end of each semester, based on the new textbook price and demand.
  - 4.1.2. No employee of the governing board may receive any payment, loan, subscription, advance, deposit or money, service benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course materials. However, an employee may receive royalties or other compensation from such sales that include the employee's own writing or work. An employee may also receive free sample copies, instructor's copies and instructional material but may not resell those items and retain the proceeds.

4.1.3. No employee of the governing board may require for any course a textbook that includes his or her own writing or work if the textbook incorporates either detachable worksheets or workbook-style pages intended to be written in or removed from the textbook. This does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.

4.1.4. To the maximum extent practicable, the textbook selection procedure will

- a. Ensure that basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted, or select basic textbooks where earlier editions are easily and appropriately utilized in the courses, or utilize e-books.
- b. Establish firm deadlines for faculty to be assigned to courses and textbooks and course materials to be selected prior to each semester.
- c. Institute a default selection of certain textbooks, continue the use of the previous textbook, or have a chair or dean select the textbook when deadlines are not met. Any such default selection must be strictly enforced and faculty not be allowed to change the selection.
- d. Ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester.
- e. Utilize the same title(s), excluding any supplements to the textbooks, for courses with multiple sections.

4.1.5. A listing of all selected textbooks and materials selected and assigned prior to each semester will be prominently posted immediately after such selection process is completed and the textbook and course materials designated for order by the bookstore:

- a. In a central location on campus communicated to the student body
- b. In the campus bookstore;
- c. On the institution's website; and
- d. With the International Standard Book Number (ISBN), edition number and any other relevant information regarding each textbook or supplemental course materials.

4.1.6. By November 1 of each year, the President's designee in consultation with the Bookstore Manager will report to the Chancellor of the Council, for the prior fiscal year, the deadlines established for faculty to be assigned to courses; the deadlines for textbooks and course materials to be selected; the percentages of those deadlines met; and the dates the listing of assigned textbooks and course materials were posted pursuant to the requirements of Section 4.1.5.

4.1.7. All revenue the institution receives from a private entity for bookstore operation will be utilized for non-athletic scholarships at the institution.

## Section 5. Federal Procedural Requirements

5.1. This policy addresses the federal mandates regarding textbooks contained in the Higher Education Opportunity Act of 2008 ([Public Law 110-315](#)):

5.1.1. Textbook publishers soliciting any employee of the governing board to select textbooks or supplemental course material will provide that employee, in writing:

- a. The price of the textbook and supplemental course materials;
- b. The copyright dates of the three previous editions, if any;
- c. A description of substantial content revisions from the previous editions;
- d. Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;
- e. The price of textbooks unbundled from supplemental material; and
- f. The same information, to the extent practicable, for custom textbooks.

5.1.2. No employee of the governing board will select or assign a textbook or supplemental course materials if the publisher has not supplied the information, in writing, required by Section 5.1.1 of this rule.

5.1.3. The institution will provide on its electronic course schedule and through a link to its bookstore's website, prior to course enrollment each semester for all required or recommended textbooks and supplemental material:

- a. The ISBN number and retail price, or if the ISBN number is not available then the author, title, publisher and copyright date.
- b. If such disclosure is not practicable, then the designation "To Be Determined."
- c. A reference will be made on any written course schedule to the information available on the electronic course schedule accessible through the institutional website and the internet address for the electronic course schedule.

5.1.4. The institution will include on its website or through a link to its bookstore's website and electronic course schedule any of its policies or provisions for:

- a. Rental of textbooks;
- b. The purchase of used textbooks;
- c. Textbook repurchase or buy backs; and
- d. Alternative content delivery programs.

5.1.5. The institution will update its policies to comply with any future federal mandates.

## **Section 6: Textbook Affordability Committee.**

6.1. The President will establish a permanent Textbook Affordability Committee consisting of faculty, students, administrators and bookstore representatives which will meet periodically, but at least annually, to advise the faculty senate, student government, administration, and institutional board of governors on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities.

6.2. The West Virginia University at Parkersburg Board of Governors will meet annually with the Textbook Affordability Committee to receive any recommendations or reports it may have generated and copies of any such recommendations and reports will be transmitted to the Chancellor of the Council.

## **Section 7. Required Provisions.**

7.1. This policy establishes the following guidelines for faculty in the selection of textbooks and supplementary course materials that ensure appropriate, high quality course materials are selected but give students timely access to the most affordable materials. To the maximum extent practicable,

- a. Faculty will consider more than one textbook publisher and compare prices for textbooks and course materials;
- b. Faculty are strongly urged to select textbooks in which at least 50 percent of the content will be used in the course unless the same textbook will be utilized by the student in other courses;
- c. Faculty are strongly urged to select textbooks that have low cost alternative editions available;
- d. Faculty are strongly urged to select textbooks they believe will not be revised by the publisher in the near future;
- e. Faculty are encouraged to consider utilizing consortiums which make available open source textbooks or course materials to faculty and students free or at low cost;
- f. The President's designee will implement a training program for all faculty, at the time of hire and periodically thereafter, on textbook selection and strategies that guarantee high quality course materials at the most affordable cost.

- 7.2. To the maximum extent practicable, the bookstore will provide a textbook rental program.
- 7.3. To the maximum extent practicable, the institution will
  - a. place a copy of required textbooks on reserve in the campus library or other accessible area(s);
  - b. periodically update its rules to address emerging technologies or new strategies which address textbook affordability.