



Category:  
Financial  
Legal and Compliance  
Student Affairs

Responsible Office:  
[University Counsel](#)

**Procedure Title:**  
Textbooks Access Procedure

Document Number:  
6700

Effective Date:  
July 01, 2010

This procedure item applies to:  
State-Operated Campuses

## Table of Contents

[Summary](#)

[Process](#)

[Forms](#)

[Related Procedures](#)

[Other Related Information](#)

[Authority](#)

[History](#)

[Appendices](#)

---

## Summary

There is no summary relevant to this procedure.

---

## Process

### II. Authority, Responsibility, and Duties

The parties affected by these Guidelines include Deans, Department Chairs, Faculty, Staff and the management and employees of campus bookstores.

### III. Administrators

- a. Deans and Department chairs, working with their respective faculty, will ensure that textbooks for the Fall, Spring, Summer semesters are submitted 30 days before the Fall, Spring or Summer electronic class schedule is posted. In the event of new courses, new curriculum or late faculty assignments to courses, these dates will be extended but orders must be provided as soon as possible.
- b. The Bookstore, Deans, and Department Chairs are encouraged to provide information to educate new and returning faculty members in course textbook selection, book ordering procedures, electronic book ordering, textbook rentals, textbook buyback process and benefits to students, dates of return for textbooks, the cost to the Bookstore for unused textbooks, etc.

### IV. Bookstore

- a. All book orders must be submitted to the University Bookstore thirty (30) days before the Fall, Spring or Summer electronic class schedule is posted. This will allow the time necessary to input all book information into the system, so that students will have access to all ISBN and pricing details when they begin the registration process. Having book orders at this time also allows the bookstore to formulate a buy back plan for titles that are being reused.

**Prior Book Order Deadline**

Summer Orders - April 1  
Fall Orders - April 1  
Spring Orders - October 15

**New Book Order Deadline**

Summer Orders - March 1  
Fall Orders - March 1  
Spring Orders - September 1

- b. The bookstore shall:
- i. make faculty aware of the option to request unbundled versions of textbook and course materials and of the price differential;
  - ii. where available, make both bundled and unbundled versions of textbooks and course materials for purchase;
  - iii. disclose on the electronic course schedule the ISBN and retail price information of the required and recommended textbook and supplemental materials for each course listed in the university's course schedule used for early registration and general registration purposes, except as follows:
    - if ISBN is not available for a textbook or supplemental material, its author, title, publisher and copyright date shall be provided;
    - the designation "To be determined" will be used in lieu of required textbook information if not available by the stated deadline; and
  - iv. notify students (electronically) as to the availability of the following: textbook buyback programs, alternative content delivery programs (i.e. digital books) and other cost saving strategies.

V. Faculty

- a. Faculty must:
- i. submit textbooks to the campus bookstore by the stated deadlines: Thirty days before the Fall, Spring or Summer electronic class schedule is posted. Submission of textbook selections allows the bookstore to keep student costs down by giving the bookstore time to locate more used copies and allowing them to purchase books back from students at higher prices; and
  - ii. include the ISBN number as well as author, title, publisher, the edition, copyright and publication date, and other information that may be relevant to the student seeking to minimize cost.
- b. Faculty should
- i. order textbook bundles only if the supplements included with textbooks are necessary to the curriculum and instruction;
  - ii. consider price during the textbook selection process as long as educational quality is not compromised;
  - iii. permit students to purchase electronic versions of textbooks when available;
  - iv. require students to order "new editions" to text books or other course materials only if there are substantive or material change in their content; and
  - v. educate students on the utilization of text book rental programs and other less costly textbook and course material acquisition schemes.

VI. **Textbook Submission Process**

- a. The bookstore shall send the Textbook forms for the upcoming term to the appropriate faculty or department chair for completion.
- b. The faculty member receiving the forms to complete must verify the correctness of the information pertaining to the current textbook on file for the course specified on the form and will complete the form as indicated. If there are no changes and the same textbooks(s) are being readopted, the faculty member will complete, sign and return the form to the bookstore by the due date stated on the form. If there are changes, follow guidelines listed above.
- c. In the event that the bookstore manager is unable to secure the availability and/or quantity of the textbook selected during the ordering process because the textbook is out of print, no longer available, substituted by the publisher, or for any other reason, the bookstore will notify the appropriate faculty member.

---

## Forms

There are no forms relevant to this procedure.

---

## Related Procedures

There are no related procedures relevant to this procedure.

---

## Other Related Information

There is no other information relevant to this procedure.

---

## Authority

The following link to FindLaw's [New York State Laws](#) is provided for users' convenience; it is not the official site for the State of New York laws.

[New York State Education Law Article 15 TEXT-BOOKS](#)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

[Federal Higher Education Opportunity Act \[Federal College Textbook Affordability Act, 2008 \(20U.S.C. 1015. 133\)\].](#)

Memorandum to presidents, from the offices the provost and University counsel, dated June 24, 2010.

---

## History

There is no history relevant to this procedure.

---

## Appendices

There are no appendices relevant to this procedure.